

# WEST LAURENS HIGH SCHOOL

## STUDENT HANDBOOK

**MRS. LYN LONG,  
PRINCIPAL**

**3692 HIGHWAY 257  
DEXTER, GA 31019  
TELEPHONE: 478-875-1000  
FAX: 478-875-2860**


**SCHOOL WEBSITE:  
<http://www.lcboe.net/2/Home>**

**THIS AGENDA BELONGS TO:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

Laurens County School District 2025-2026 School Calendar - Approved																			
July 2025					August 2025														
M	T	W	T	F	M	T	W	T	F	July 28 - Aug 4	Teachers Pre-Planning Days								
	1	2	3	4					1	Aug 5	First Day for Students								
7	8	9	10	11	4	5	6	7	8	Aug 29 - Sept 1	Labor Day Holiday								
14	15	16	17	18	11	12	13	14	15	Oct 9	Teacher In-Service								
21	22	23	24	25	18	19	20	21	22	Oct 10 - Oct 13	Columbus Day Holiday								
28	29	30	31		25	26	27	28	29	Nov 24 - Nov 28	Thanksgiving Holidays								
September 2025					October 2025					Dec 22 - Jan 2	Christmas Holidays								
M	T	W	T	F	M	T	W	T	F	Jan 5	Teacher In-Service								
1	2	3	4	5			1	2	3	Jan 6	First Day 2nd Semester								
8	9	10	11	12	6	7	8	9	10	Jan 19	MLK, Jr. Holiday								
15	16	17	18	19	13	14	15	16	17	Feb 13 - Feb 16	President's Day Holiday								
22	23	24	25	26	20	21	22	23	24	March 6 - March 9	Student and Staff Holiday								
29	30				27	28	29	30	31	April 6 - April 10	Spring Break Holidays								
November 2025					December 2025					May 25	Memorial Day Holiday								
M	T	W	T	F	M	T	W	T	F	May 27	Last Day of School & Half Day for Students only								
3	4	5	6	7	1	2	3	4	5	May 28 - May 29	Teachers Post Planning Day								
10	11	12	13	14	8	9	10	11	12	May 29	ELHS Graduation								
17	18	19	20	21	15	16	17	18	19	May 30	WLHS Graduation								
24	25	26	27	28	22	23	24	25	26	200 day and 210 day employees start and end dates									
					29	30	31			<p style="text-align: center;">Laurens County School District 467 Firetower Road</p> <p style="text-align: center;">Telephone: (478) 272-4767 Fax: (478) 277-2619 www.lcboe.net</p> <p style="text-align: center;">Mr. Clifford Garnto, Superintendent</p> 									
January 2026					February 2026														
M	T	W	T	F	M	T	W	T	F										
			1	2	2	3	4	5	6										
5	6	7	8	9	9	10	11	12	13										
12	13	14	15	16	16	17	18	19	20										
19	20	21	22	23	23	24	25	26	27										
26	27	28	29	30															
March 2026					April 2026														
M	T	W	T	F	M	T	W	T	F										
2	3	4	5	6			1	2	3										
9	10	11	12	13	6	7	8	9	10										
16	17	18	19	20	13	14	15	16	17										
23	24	25	26	27	20	21	22	23	24										
30	31				27	28	29	30											
May 2026					June 2026														
M	T	W	T	F	M	T	W	T	F										
				1	1	2	3	4	5										
4	5	6	7	8	8	9	10	11	12										
11	12	13	14	15	15	16	17	18	19										
18	19	20	21	22	22	23	24	25	26										
25	26	27	28	29	29	30													

## TABLE OF CONTENTS

SCHOOL CALENDAR	2
ADMINISTRATION/OFFICE STAFF	6
ALMA MATER	7
LCBOE MISSION STATEMENT & VISION STATEMENT	7
FEDERAL LAW DISCRIMINATION & PREFACE	7
LETTER FROM THE PRINCIPAL	8
BELL SCHEDULES	9

### **PART 1 – SCHOOL PROCEDURES**

ABSENCE FROM SCHOOL	10
ANNOUNCEMENTS	10
AP CLASS	10
APPEALING CLASSES	10
INF. CAMPUS PARENT PORTAL PROGRAM	10
ASSEMBLIES	10
ATHLETIC ELIGIBILITY	10
ATTENDANCE POLICY	11
ATTENDANCE & GRADUATION REQUIREMENTS	12
BACCALAUREATE SERVICE	13
BAND	13
BATHROOMS	13
BREAK	13
BUS NOTES	13
CAR RIDER/DRIVERS	13
CHANGING CLASSES	14
CLUBS & CLUB SCHEDULES	14
CLUB OFFERINGS	15
COLLEGE DAY ABSENCES	17
EARLY DISMISSALS	17
EMERGENCY SCHOOL CLOSING	17
EQUAL EDUCATIONAL OPPORTUNITIES	17
EXEMPTION FROM FINAL EXAMS	17
EXTRA CURRICULAR ACTIVITIES	18
FIELD TRIPS	18
FIRE DRILLS	18
FOOD & DRINKS	18
GRADUATION EXERCISES	18
GRADUATION PROCEDURES	18
HALL PASSES	19
HALLS	19
HONOR GRADUATES	19
HONORS NIGHT	19
HOSPITAL HOMEBOUND SERVICES	19
LETTERING IN ACADEMICS	19
LOCKERS	19
LOST AND FOUND	19
MAKE-UP WORK	19
MEDIA CENTER	20
MEDICATION	20
MOMENT OF REFLECTION	20
MONEY AND VALUABLES	20
OUTSTANDING OBLIGATIONS	20

PARENT CONFERENCES	20
PARENT PICK-UPS	20
PARTICIPATION IN P.E.	21
PROGRESS REPORTS	21
PROM	21
REPORT CARDS	21
RESPECT FOR EQUIPMENT & FACILITIES	21
SCHOLARSHIPS (CRITERIA FOR BREAKING TIES)	21
SIGNING OUT	21
STAR STUDENT	22
STUDENT GRIEVANCE	22
TARDIES	22
TELEPHONE USE	22
TORNADO WARNING DRILLS	22
VALEDICTORIAN/SALUTATORIAN	22
VALENTINE'S DAY	23
VISITORS	23
VISITORS (UNRULY)	23
WLHS SCHOOL STORE	23
OTHER	23

## **PART 2 – DISCIPLING GUIDELINES FOR STUDENTS**

CODE OF CONDUCT	23
AUTHORITY OF THE PRINCIPAL	25
TEACHER AUTHORITY	25
PROGRESSIVE DISCIPLINE PROCEDURES	25
SEARCH AND SEIZURE	26
STUDENT SUPPORT PROCESSES	26
DEFINITIONS OF TERMS	26
DEFINITIONS OF DISCIPLINARY ACTIONS	28
IN-SCHOOL SUSPENSION	28
ALTERNATIVE SCHOOL	28
DETENTION	28
OUT OF SCHOOL SUSPENSION	28
LONG TERM SUSPENSION AND EXPULSION	28
WITHDRAWAL BECAUSE OF DISCIPLINE	29
RULES OF CONDUCT AND CONSEQUENCES	29
ASSAULT	29
BATTERY	29
BULLYING	30
CAFETERIA ETIQUETTE	30
CHEATING	30
COMPUTER HACKING	30
COMPUTER VANDALISM	30
CRIMINAL LAW VIOLATIONS	30
CUTTING CLASS	30
DESTRUCTION OF PROPERTY OR VANDALISM	31
DISHONESTY/FORGERY	31
DISRUPTIVE BEHAVIOR	31
DRESS CODE	31
ELECTRONIC DEVICES	32
FIGHTING	33
GAMBLING OR POSSESSION OF GAMBLING DEVICES	33
HARASSMENT	33
HORSEPLAY	33
ILLEGAL SUBSTANCES	33

INAPPROPRIATE LOCATION	34
INSUBORDINATION/DISRESPECT	34
INSTIGATING PROBLEMS	34
LACK OF COOPERATION	34
LIABILITY	34
PHYSICAL VIOLENCE AGAINST SCHOOL PERSONNEL	35
PROFANITY	35
PUBLIC DISPLAY OF AFFECTION	35
SCIENCE LABS	35
SECURITY	35
SELLING OF ITEMS	35
SKIPPING SCHOOL/LEAVING CAMPUS	35
TARDIES	35
TERRORISTIC THREATS OR ACTS	35
TEXTBOOKS & OTHER INSTRUCTIONAL RESOURCES	36
THEFT	36
THREATS OR THREATENING GESTURES	36
TOBACCO/ELECTRONIC SMOKING DEVICES	36
VERBAL CONFRONTATION	36
VULGAR MATERIAL	36
WEAPONS	36
BEHAVIOR NOT COVERED ABOVE	37
PBIS MATRIX	37
<b><u>PART 3 – SCHOOL BUS CONDUCT</u></b>	<b>37</b>
<b><u>PART 4 – STUDENT HEALTH INFORMATION</u></b>	<b>39</b>
<b><u>PART 5 - TOPICS FOR STUDENTS AND PARENTS OF STUDENTS WITH DISABILITIES</u></b>	<b>40</b>
CHILD FIND PROCEDURES FOR LAURENS COUNTY SCHOOLS	41
DISPUTE RESOLUTION	41
GEORGIA SPECIAL NEEDS SCHOLARSHIP	41
PROCEDURES WHEN DISCIPLING CHILDREN WITH DISABILITIES	42
<b><u>PART 6– PARENT NOTIFICATIONS (REQUIRED)</u></b>	<b>43</b>
PARENT INVOLVEMENT	43
PARENTS RIGHT TO KNOW/TEACHER QUALIFICATION	44
MIGRANT	44
HOMELESS	44
LCBOE GIFTED & TALENTED	44
HB251	45
FRAUD, WASTE, ABUSE AND CORRUPTION	45
COMPLAINT PROCEDURE	45

**WEST LAURENS HIGH SCHOOL  
STUDENT HANDBOOK  
2025-2026**

**Administration**

Mrs. Lyn Long,  
Principal

Mr. Tim Allen,  
Assistant Principal

Mr. Ernest Holmes,  
Assistant Principal

Mr. Jason Thomas,  
Assistant Principal

**Instructional Coach:**

Mrs. Hollie Beale

**Athletic Director:**

Mr. Carlos Jones

**Secretaries:**

Mrs. Cathy Davis  
Mrs. Julia Sanders  
Mrs. Tonya Cobb  
Mrs. Kay Knight  
Mrs. Emily Strickland

**School Phone:**

(478) 875-1000

**School Address:**

West Laurens High School  
3692 Hwy 257  
Dexter, GA 31019

**School Colors:**

Royal Blue & White

**Guidance Counselors:**

Mrs. Holly Passmore  
Mrs. Sherrie Malone

**Mental Health Counselor:**

Mrs. Colleen Howard

**Social Worker:**

Mrs. Marquita Timmons

**MTSS/504 Coordinator &****Graduation Coach:**

Mrs. Kathy Harrison

**Media Specialist:**

Mrs. Cindy Crawford

**School Resource Officer:**

Lieutenant Bobby Brantley

**School Nurse:**

Mrs. Susannah Chance

**Fax Number:**

(478) 875-2860

**Office Hours:**

7:45 a.m. to 4:00 p.m.

**School Mascot:**

Raider

**School Website:**

<http://www.lcboe.net/2/Home>

**Alma Mater**

*Hark! The sound of Laurens voices, Fair  
and ever true.*

*Sing thy praises, count thy blessings, Guide  
us ages through.*

*Oh West Laurens, ever onward -True  
we'll ever be.*

*Hail to thee, our Alma Mater! Hail!  
Oh, hail to thee!*

**MISSION STATEMENT:**

Laurens County Schools are student-centered communities of learners that challenge students to become independent critical thinkers, problem solvers, and contributing citizens.

**VISION STATEMENT:**

Rigor, Relevance, Relationships ... every teacher, every student, every day!

**\*Note: This year's 2025-2026 Student Handbook SUPERSEDES all other Student Handbooks. Each student is required to have a handbook. The replacement cost for this handbook is \$10.00.**

**Federal Law** prohibits discrimination on the basis of race, color, or national origin (Title VI of the civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Ed Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Laurens County Board of Education and West Laurens High School do not discriminate in any educational program or activities or in employment policies.

**PREFACE****EFFECT OF STUDENT HANDBOOK**

The policies, rules and regulations shown in the WLHS School Handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the Superintendent, and the Principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any student or related person without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The ultimate administrative responsibility for WLHS is vested in the Principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing education mission of the school and of the Laurens County School System.

## LETTER FROM THE PRINCIPAL

### **Welcome to West Laurens High School!**

*"Once a Raider, Always a Raider – Where Character Counts and Effort Matters"*

Dear Students and Families,

Welcome to the 2025–2026 school year at West Laurens High School! I am so excited to continue the tradition of excellence that defines our school community. We are proud to have you as part of our Raider family and look forward to a year filled with learning, growth, and success.

At WLHS, we believe every student deserves a high-quality education. We are committed to providing a safe, supportive, and engaging environment where all students can reach their full academic and personal potential. Our dedicated faculty and staff are here to guide and encourage each student as they become lifelong learners and responsible, productive members of society.

This student handbook has been carefully prepared to provide important information about our school's programs, services, policies, and procedures. We encourage you to read it thoroughly and review it with your child. Clear communication between home and school is vital, and we will use multiple platforms—including our school website, Facebook page, Remind, and Infinite Campus—to keep you informed throughout the year.

Should you have any questions or concerns, please don't hesitate to reach out. Our teachers are available during their planning periods, and our front office staff is happy to assist you with scheduling visits or addressing general inquiries. Our administrative team is also here to support you and your child.

Thank you for partnering with us in your child's educational journey. Let's make this an outstanding year—because **at West Laurens High School, Character Counts and Effort Matters.**

Sincerely,

Lyn Long,  
Principal, West Laurens High School

**#THERAIDERWAY**

**REGULAR BELL SCHEDULE**

8:00

8:05 – 9:37

9:37 – 9:45

9:50 – 11:20

11:25 – 1:20

1:25 – 3:00

Bell Rings for students to report to class

1<sup>st</sup> Period

Break

2<sup>nd</sup> Period3<sup>rd</sup> Period1<sup>st</sup> Lunch 11:25 – 11:502<sup>nd</sup> Lunch 11:55 – 12:203<sup>rd</sup> Lunch 12:25 – 12:504<sup>th</sup> Lunch 12:55 – 1:204<sup>th</sup> Period**Alternate HR BELL SCHEDULE**

8:00

8:05 – 9:30

9:30 – 9:35

9:40 – 11:05

11:10 - 11:30

11:35 – 1:30

1:35 - 3:00

Bell Rings for students to report to class

1<sup>st</sup> Period

Break

2<sup>nd</sup> Period

Homeroom

3<sup>rd</sup> Period1<sup>st</sup> Lunch 11:35 -12:002<sup>nd</sup> Lunch 12:05 - 12:303<sup>rd</sup> Lunch 12:35 – 1:004<sup>th</sup> Lunch 1:05 -1:304<sup>th</sup> Period**CLUB/HR BELL SCHEDULE (TH/FRI.)**

8:00

8:05 – 9:33

9:33 – 9:40

9:45 – 11:10

11:10 - 11:25

11:30 – 1:25

1:30 – 3:00

Bell Rings for students to report to class

1<sup>st</sup> Period

Break

2<sup>nd</sup> Period

Club

3<sup>rd</sup> Period1<sup>st</sup> Lunch 11:30 – 11:552<sup>nd</sup> Lunch 12:00 – 12:253<sup>rd</sup> Lunch 12:30 - 12:554<sup>th</sup> Lunch 1:00 – 1:254<sup>th</sup> Period

## **PART 1 SCHOOL PROCEDURES**

All school procedures and disciplinary guidelines in this handbook will be upheld by the school administration unless circumstances dictate a change.

### **ABSENCE FROM SCHOOL (see also MAKE-UP WORK and ATTENDANCE)**

When a student is absent from school, the parent or guardian is expected to provide the school with a written excuse upon the student's return. This must be done within three (3) school days of absence.

The note should state:

- Student's full name
- The date(s) absent
- The reason for the absence
- The parent or guardian's name
- A telephone number where the parent or guardian may be reached.

Personal illness, family illness, death of a close relative, or other absences approved by the principal are considered excused absences. After being absent, a student must turn in a note and get an excuse from the student admission area in the lunchroom before 8:00. The student will sign upon receiving the excuse from the administration.

### **ANNOUNCEMENTS**

Announcements are given twice each day. Students are expected to be in their classrooms at 8:05 A.M. and 3:00 P.M., prepared to listen to the morning and afternoon announcements. It is the student's responsibility to listen to the announcements and to respond as needed.

### **AP CLASS**

Advanced Placement Classes are offered. Please check with your guidance counselor. You also may want to go on-line @ <http://apcentral.com> for more information.

### **APPEALING CLASSES**

Any time a student is absent for 5 straight days, a doctor's note will be required to excuse such absences. After 8 absences (any combination of excused and unexcused) students will be required to have a doctor's note. No credit will be granted in any class to a student with more than 8 absences. In order to receive credit for a course after more than 8 absences, a student must appeal to a school committee. The student must come to the office and request an appeal form. A record of proceedings will be kept, and due process given at each level of appeal. ATTENDANCE FOR STUDENTS BEGINS THE FIRST DAY THE STUDENT ENTERS SCHOOL FOR THE SCHOOL YEAR.

### **INFINITE CAMPUS PARENT PORTAL PROGRAM**

Infinite Campus is a web-based program which allows parents to view a child's schedule, attendance, and grades. Parents should call the school for information about how to register for this program. Once a parent has registered, he/she may log into the program using the "PARENT PORTAL" app.

### **ASSEMBLIES**

Assemblies are held during the year for the benefit of the student body. Student behavior at an assembly should be refined and courteous. All students should give the speakers and/or performers their undivided attention. Gestures of appreciation should be in the form of applause. Rudeness, inattention, or other poor behavior will be subject to disciplinary actions.

### **ATHLETIC ELIGIBILITY**

To be eligible to participate on any athletic team, a student must be on track for graduation. A student is required to pass classes that carry at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation with the sole exception of first semester ninth grade students. To be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation. Students who participate on an athletic team will not be required to take weightlifting as a condition of participation. Students may take weightlifting only five of the eight semesters. See the athletic director if you have any concerns.

## **ATTENDANCE POLICY**

As mandated by OCGA 20-2-690.2, a county-wide Attendance Protocol Committee is established and charged with ensuring the coordination and cooperation among officials, agencies, and programs involved in compulsory education issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests that are required to be administered under the laws of the state. All mandated reporters shall assure that students suspected of being truant are reported to designated school officials, law enforcement, or DFACS. With these expectations, the following protocol is adopted.

### **I. DEFINITIONS:**

**A. COMPULSORY EDUCATION:** Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth (6<sup>th</sup>) and sixteenth (16<sup>th</sup>) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (OCGA 20-2-690.10). Children that have attained 20 days enrollment in Kindergarten also fall under compulsory attendance according to O.C.G.A. 20-2-150.

**B. TRUANT:** Per the Georgia State Board of Education Attendance Rules, "Truant" is defined as "any child subject to compulsory education (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school) who during the school calendar year has more than five days of unexcused absences".

**C. MONITORING:** Each school system shall assure compliance with compulsory education and attendance policies in assigned schools. Individual schools will monitor attendance and follow the protocol for reporting.

### **II. IDENTIFYING TRUANT STUDENTS:**

#### **A. EXCUSED ABSENCES SHALL INCLUDE:**

1. Personal illness,
2. A serious illness or death/funeral in the student's immediate family (Immediate family is defined as parents/guardians, grandparents, siblings, and other persons living within the child's residence),
3. A court order or an order by a governmental agency,
4. Celebration of state recognized religious holidays,
5. Conditions rendering attendance impossible or hazardous to student health or safety,
6. One (1) day to register to vote,
7. PAGE for Georgia General Assembly (counted as present in school),
8. Up to five (5) school days for a student whose parent or guardian is in military service in the Armed Forces of the United States or the National Guard, if such parent/guardian has been called to duty for or is on leave from overseas deployment, to visit with his/her parent/guardian prior to deployment or while on leave.

**THREE (3) DAYS TO SUBMIT EXCUSE FOR ABSENCE** Upon returning to school, the student will have three (3) days to present the necessary written documentation to have the absences count as excused. Failure to present this documentation will result in an unexcused absence. Phone calls and emails will not be accepted in place of a written notice.

Excuse must include: **1.)The date(s) of the absence, 2.) Student name, 3.)Reason for absence and 4.)Parent or guardian signature**

Six (6) Excused or Unexcused Absences - A parent's note will be accepted to excuse personal illness until a student reaches 6 absences. After a student's sixth absence (starting with the 7th day out of school), a doctor's excuse is required for ALL future absences due to illness.

**B. UNEXCUSED ABSENCES** Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences. Also refer to Section II C Tardies and Early Dismissals. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

**C. TARDIES/EARLY DISMISSALS** As mandated by OCGA 20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardies and early dismissals. In order to promote continuity between the school systems, the following policy is recommended:

1. Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence,
2. The conditions for excusing a tardy or early dismissal will be the same as an absence,
3. Tardies and early dismissals must be tracked separately, and the data will be used to identify truant students. Information concerning students, who meet these thresholds, will be monitored by the school.

#### **D. STUDENT WITHDRAWALS**

1. Local school systems are authorized to withdraw a student who:

- Has missed more than 10 consecutive days of unexcused absences,
- Is not subject to compulsory attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).

2. Local school systems shall notify the parent or guardian of the intention to withdraw student younger than 18 years of age who is not subject to compulsory attendance.

**III. NOTIFICATION OF PARENTS/GUARDIANS** Within thirty (30) days of enrollment in school, the parent or guardian will be notified in writing of the attendance policies and consequences. The parent/guardian must sign and return this

notification, which will be placed in the student's record. Students in grades 4–12 are also required to sign the notification of attendance policies.

#### IV. VIOLATIONS OF ATTENDANCE POLICY

- A. **LEARNER'S/DRIVER'S LICENSE (O.C.G.A. 40-5-22)** The school will notify parent/guardian by first class mail of students aged fourteen (14) years and older who have acquired seven (7) unexcused and/or consecutive absences per semester. The school will report the names, addresses and social security numbers of these students who acquire ten (10) unexcused or consecutive absences to the State Board of Education, which in turn will send this information to the Department of Motor Vehicles. The Department of Motor Vehicles will notify student of their ineligibility to apply for license or suspension of a current license. This is now a statewide requirement, known as TAADRA.
- B. **WORK PERMITS** Work permits will not be authorized for students who have 10 or more unexcused absences. Students with existing work permits, who have acquired 10 or more absences, will be recommended for revocation.

#### C. UNEXCUSED ABSENCES

**Three (3) or More Unexcused** By the time a student has acquired an equivalent of three or more unexcused absences, the school will notify the parent or guardian in writing or via automated message of the student's absences. This is a courtesy to make parents/guardians aware that we are monitoring their student's attendance. This reminder or similar documented action will serve as the good faith effort required of the school before taking further action. Failure to see or hear this reminder does not prevent further action taken to attempt to improve attendance.

**Five (5) or More Unexcused** The school will notify the parent/guardian of the attendance policy and consequences at an equivalent of **five (5) unexcused** absences in conjunction with a Truancy Meeting, which the parent/guardian will be requested to attend. The objective of the meeting will be to explore the barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences. At this Truancy Meeting if we find the student has a history of truancy (10 unexcused absences the previous school year), an appropriate community referral to the Laurens County Local Interagency Planning Team may be completed for this student along with the parent/guardian to work toward improvement in the student's attendance at school.

**Six (6) Excused or Unexcused Absences** A parent's note will be accepted to excuse personal illness until a student reaches 6 absences. After a student's sixth absence (starting with the 7th day out of school), a doctor's excuse is required for ALL future absences due to illness.

#### Ten or More Unexcused Absences

- Ten or more unexcused absences will result in a petition for educational neglect or truancy to be filed with the Laurens County Juvenile Court.
- In the event of a referral, each additional unexcused absence following notification of the parent/guardian of **10 unexcused days of absence** for a child shall constitute a **separate** violation of the Compulsory Education Law (OCGA 20-2-690.10). The violation will be reported to the court.
- Any parent, guardian, or other person with control of a child, who violates the Compulsory Education Law shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (OCGA 20-2-690.10).

### ATTENDANCE AND GRADUATION REQUIREMENTS

Credits need to promote to the next grade level:

**5 credits to 10<sup>th</sup>      12 credits to 11<sup>th</sup>      17 credits to 12<sup>th</sup>      24 credits to graduate**

Students are required to complete four years of class time to be eligible for graduation. Students are required to take eight courses in each of the four years and must follow all attendance requirements for all four courses in order to meet the eight-semester rule. The graduation requirement for all students is 24 credits.

- Students must also follow the academic requirements of the track they are in. Please speak with your counselor about your specific requirements.
- Attendance will be taken each day in each period. Students must not miss more than 15 minutes of the entire period to be counted present in a block class. Students will not be penalized for meeting with the counselor, school social workers, or other persons, if the meeting is deemed necessary by the school administration (and as long as they have permission to be out of class). School sponsored activities do not count against student's attendance, but students must complete make-up work assigned by the teacher.
- After one or more days absent, students are required to bring a note signed by the parent/guardian or a doctor's statement explaining the reason for the absence. Excuses should be presented on the first day a student returns to school BEFORE 8:00. Excuses will not be accepted after the third day following an absence. If no legal excuse has been brought by the third day, the absence will be considered unexcused.

- After being absent, a student must turn in his/her note and get an excuse from the student admission area in the cafeteria. The student will sign upon receiving the excuse from the administration. Students will be given an admittance permit stating the reason for the absence and whether the absence is excused or unexcused. This permit is to be presented to **all** subject teachers for their signatures. It is the **student's responsibility** to see that appropriate documentation of each absence is delivered to each teacher. The student's fourth period teacher will collect the permit and turn it in to the principal's office. If WBL students leave campus before the end of the day, their classroom teacher will collect the permit.
- Absences accumulated prior to enrolling at West Laurens High School by transferring students **will count** toward the maximum absences allowed (and will count toward determination of exemption eligibility). Students who encounter long-term illnesses may be eligible for the Hospital/Homebound Program and should make application for this program when they anticipate being absent six (6) or more days due to personal illness.
- Class period attendance will be included in calculating "Perfect Attendance" determination.

### **BACCALAUREATE SERVICE**

The Baccalaureate Service for graduating seniors is held at Dudley Baptist Church on the Sunday before Graduation at 4 P.M. Seniors who wish to attend must sign up in the office the week before the service. Students must wear the W.L.H.S. official graduation cap and gown to the service.

### **BATHROOMS**

Please help keep your bathrooms clean. Please help by flushing after every use and reporting any act of vandalism you may witness. Stalls are for single-person use. Students who "double" up in a stall will be searched and may face disciplinary action.

### **BREAK**

Break is from 9:37-9:45 each day except for club/homeroom days. Due to the large number of students in our building, it is imperative that students not block traffic flow. Do not leave book bags or any other personal items in the halls. Break is a privilege, and it can be taken away.

### **BUS NOTES**

If a student needs to ride another bus home from school, the student must bring a signed note from home. The note must have a phone number where parent can be reached. The note must be turned in to the office **first thing in the morning** (late notes will not be accepted), and a Laurens County Bus Form will be issued for that day.

### **CAR RIDERS/DRIVERS**

Students may park their vehicles on school property only in areas designated for student parking. Students must apply to the assistant principal for permission to park a vehicle in the student parking area. The application form can be picked up at the school. Parking permits will cost \$20.00. Vehicles in the parking area without a parking permit are subject to be towed at the owner's expense.

The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied parking privileges. Students must follow all State and Local driving laws. Students should not use the areas set aside for faculty or visitor parking. Students may drive only highway-approved vehicles on campus (no lawnmowers, 4 wheelers, dirt bikes, etc.).

Students are not allowed to enter the parking lot during the regular school day unless given permission by the principal, assistant principal, or school resource officer. Permits must be displayed at all times to park on campus. Violation of this policy will result in disciplinary action.

Students have 5 minutes to enter and exit the parking lot in the mornings and immediately upon release in the afternoons. All school, county, and state driving laws must be followed at all times. Students should follow the parking lot lanes and should not cut through the parking lot.

\* **Note:** Students will need an attendance verification form from the office before a driver's license test will be administered at the State Patrol Office.

**CHANGING CLASSES**

Students should change classes quickly and quietly. Students should take the shortest approved route from one class to the other. Students should not stand around in the middle of the halls or go to their cars. Before school, after break, and after lunch, students should begin moving to their classes when the first bell rings and continue moving to their classrooms. Running in the halls, loitering, and horseplay are not permitted. Please do not block the hall.

**CLUBS (SCHOOL SPONSORED)**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

**CLUB SCHEDULE**

Students who participate in club activities, competitions, or field trips must be passing three of their courses at the time of the activity, competition, or field trip (see FIELD TRIPS). If a special 5<sup>th</sup> Friday club meeting is needed, the sponsor must let the principal know before 4<sup>th</sup> Friday day clubs. Clubs should meet only on the assigned dates. If a special meeting is called, a student should not miss a regularly scheduled club meeting to attend a called meeting. Only students who are **not** in a scheduled club meeting may attend special called meetings.

**CLUB SCHEDULE**

<b><u>1<sup>st</sup> Friday</u></b>	<b><u>Sponsor(s)</u></b>	<b><u>Meeting Place</u></b>
FCA	Mrs Shepard	304
Drama	Mr Boatright	411
Anchor Club	Mrs Lawhorn	Media Center
FCCLA	Mrs Thomas/Mrs. Malone	409
<b><u>2<sup>nd</sup> Friday</u></b>		
FFA	Mr Walker/Mr. Alligood	Ag Shop
FBLA	Mrs Snell/Mrs Hester	MediaCenter
Student Council	Mrs. Donna Robinson	312
Spanish Club/Honor Society	Mrs Derochie	301
<b><u>3<sup>rd</sup> Friday</u></b>		
BETA	Mrs Patisaul	Lunchroom
TSA	Mr. Helton	410
Art	Mr. Howell	408
<b><u>4<sup>th</sup> Friday</u></b>		
National Honor Society	Mrs Floyd/Mrs. C. Johnson	Media Center
Skills USA	Mr Jeff Johnson/Mrs D. Johnston/Mr Odom	Lunchroom

## **CLUB OFFERINGS**

### **Anchor Club**

Anchor Club is a very active community service organization. Our purpose is to educate all of Laurens County about brain related injuries and preventative care. Each year the Anchor Club presents the Brain Minders Puppets to the elementary and Pre-K classes of Dublin and Laurens County schools. The program teaches the students about wearing helmets and preventing brain injuries. Club members volunteer at the Carl Vinson Veteran's Hospital each year during the Veterans Day Program. Students also decorate the bulletin boards at the Veteran's Hospital each month. At our State convention, we learn new ways to serve others and have a lot of fun while participating in education activities. Anchor Club was established at WLHS in 2003. Since our foundation, West Laurens has won many 1st place state honors and held key positions at the state level. Anchors attend West Laurens, East Laurens, and Dublin High School. The Pilot Club of Dublin sponsors the Anchor Club. Over \$3,000 in scholarships to teachers and students are awarded each year by the Anchor and Pilot organizations.

### **Beta Club**

The West Laurens High School Beta Club is open to College Preparatory Students in grades 10-12 who have demonstrated high achievement by maintaining a cumulative average of 90 or above in their academic (HOPE average) courses. The club is affiliated with National Beta Club, [www.betaclub.org](http://www.betaclub.org). Dues are \$20 per year. The Beta Club motto is "Let us lead by serving others." The club is involved in service projects. Recent projects have included writing letters and sending care packages to our military servicemen, sponsoring Honors Night, and supporting Relay for Life. Any senior Beta Club member who is an honor graduate and who has been active in the Beta Club during his/her senior year is entitled to wear the Beta Club Stole at graduation and to have a Beta Club seal on his/her diploma.

### **Family Career and Community Leaders of America (FCCLA)**

Georgia FCCLA is a nonprofit student organization for young men and women in family and consumer sciences education through grade 12. FCCLA offers members "The Ultimate Leadership Experience." The variety of programs and projects expand personal leadership potential by targeting career skills, emphasizing family ties, and developing a commitment to service. This integrated approach builds bridges between home, school, and community. FCCLA activities are specifically designed to break down the walls separating technology/career and academic learning. Interdisciplinary approaches target different learning styles, from individual projects that strengthen critical thinking and decision-making skills to team projects and cooperative learning activities. The mission of FCCLA is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through—character development; creative and critical thinking; interpersonal communication; practical knowledge and vocational preparation.

### **Future Business Leaders of America (FBLA)**

FBLA is the largest student business organization in the world with 250,000 members. The first chapter was established in Johnson City, Tennessee, in 1942. FBLA prepares students for "real world" professional experiences. Members gain the competitive edge for college and career success. FBLA-PBL Mission Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. FBLA-PBL Pledge I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader. FBLA provides innovative leadership and career development programs that bring business and education together in a positive working relationship to achieve results. ANYONE who wants to be a success in the future can join. Membership will provide you with over 30 Challenging competitions including Web Page Design, Computer Applications, Business Math, Public Speaking, Job Interviews, Career Preparation Opportunities, Leadership Development & Achievement, Friendship & Fun, Outstanding Leadership Conferences, Community Service Experience, Informative Publications and many more!

### **SkillsUSA**

Skills USA is a national nonprofit student organization that serves students enrolled in career and technical education training programs. SkillsUSA's mission is to empower its members to become world-class workers and responsible American citizens. Skills USA complements technical skills training with instruction in the employability skills that make a well-rounded worker and citizen. Founded in 1965, Skills USA has developed nearly 10.5 million workers through active partnerships between employers and educators. Our SkillsUSA members grow as individuals and discover new abilities by setting their own goals, electing officers and planning and carrying out projects within our school chapters. SkillsUSA members work with their instructors and community leaders. Whether planning a career day or a community service project, our SkillsUSA activities are learning experiences because students direct them. Our chapter focuses on the needs of our campus and community. The seven areas of our program of work are: professional development, community service, employment, SkillsUSA Championships, public relations, social activities, and ways and means.

### **Student Council**

The WLHS Student Council has a proud tradition as a service club, made up of student leaders who have been involved in various community and school projects. For example, in 2003-2004, Student Council spearheaded the involvement of WLHS in the Laurens County Relay for Life. Since that time, this worthy cause has become a school-wide effort, and our campus has hosted the event for the last two years. During the 2004-2005 school year, Student Council began implementing a number of changes. We planned for and conducted elections in September 2005. Representatives from each class as well as from the student body as a whole will be elected each year to represent those constituencies. These offices make up the leadership of the WLHS student population. As Student Council continues to evolve, our desire is to be conspicuous ambassadors for WLHS. Within the organization, there is an ongoing effort to develop the leadership skills of our members, and to represent our school in a positive manner on campus and in the community.

### **Future Farmers of America (FFA)**

History of National FFA Organization: The National FFA Organization started in 1928 as the Future Farmers of America. This organization started in Kansas City, Missouri as a farm club for America's high school boys taking agriculture education classes. As the farming industry changed along with the public-school system demographics, the FFA changed also. In 1965, the Black American farm organization, NFA, joined with the FFA. In 1969, female students joined FFA for the first time. It is estimated that nearly 55% of FFA members in the US are now female. In 1987, the Future Farmers of America changed its name to the National FFA Organization. Since only 2% of high school students are going into production agriculture, the focus of FFA changed from production farming to leadership training. There are nearly 500,000 high school FFA members nationwide with over 25,000 members in the state of Georgia. WLHS chartered an FFA chapter in 1971 as part of the Georgia FFA Association. On average, WLHS FFA has 200 members per year. FFA is a vital part of agriculture education at WLHS. FFA's Mission Statement: FFA makes a positive difference in the lives of its members by developing their potential for personal growth, career success, and premier leadership through agriculture education

Activities Enjoyed by FFA Members:

Competitions & Career Dev Events

Membership Fridays & Socials

Projects for GA. Nat. Fair

FFA Week

National Convention FFA Summer Leadership Camp

Nursery Landscape & Plant Id

Super Saturday

National Fair Trip

Floriculture & Plant Id Livestock Showing & Judging

Agriculture Sales Community Service Project

Parliamentary Procedure

FFA Tailgate Party

Floral Design

Agriculture Expo

Fruit Sale

Chapter Meetings

Forestry

State Convention

### **Spanish Honor Society/Spanish Club**

Spanish Honor Society holds monthly meetings and plan service projects over comida Mexicana. Students must have an "A" for their most recently completed Spanish semester to apply.

### **COLLEGE DAY ABSENCES**

Students must obtain written permission from the school administration BEFORE taking a college day and must show their teachers the permission slip the day before the college day is to be taken. Following the college day, the student should bring documentation from the college and obtain an excuse reading "College Day" for teachers to sign so that work may be made up. The absence will be excused when the documentation is furnished. Students may take a "College Day" absence only if the following criteria exist:

- Students have no more than 8 absences per year (or 4 per semester).
- Students in the College Prep curriculum and have taken the SAT.
- Students have written permission from the school administration.
- Students have written parental/guardian permission.
- Seniors shall take no more than three (3) college days.
- Juniors shall take no more than three (3) college days.

If all the above criteria are met and proper documentation is brought back from the college, the college day will not count as an absence for the purpose of exemption.

### **EARLY DISMISSALS**

In order for a student to be dismissed from school early, the student must present a note from the parent/guardian with the date, time of dismissal, and parent signature. These early dismissal requests can be turned in to the "excuse" table *in the cafeteria before 8:00 a.m. or given directly to the front office staff before 8:30 a.m.* Students will be given a dismissal form that morning. Early dismissal forms should be returned to the office before signing out. If more than 15 minutes of the class period is missed, the student will be considered absent for that class. **Students must sign out in the front office when they check out.**

If leaving for a medical appointment, the student should present documentation from the physician upon returning. If a student has a job and needs to leave early, he/she must enroll in "Work Based Learning". **PARENT NOTES WILL NOT BE ACCEPTED DURING THE SCHOOL DAY. If a student fails to follow the proper sign out procedures, student discipline will be assigned.** Please note: Parents will be called to confirm that they have given permission for student to leave early.

### **EMERGENCY SCHOOL CLOSING**

In the event of bad weather conditions, parents/guardians are encouraged to listen to the local radio and television stations or call the Laurens County Board of Education office at (478) 272-4767. The Superintendent of schools will announce by 6:00 a.m. any decision to close or delay the opening of school.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Please refer to the LCBOE website <http://www.lcboe.net>.

### **EXEMPTION FROM FINAL EXAMS**

The following criteria are used to exempt students from final exams:

1. All students must have a 90 average in the subject he/she is seeking to exempt. No exceptions will be granted. **All Seniors may exempt with an 80 average for 2<sup>nd</sup> Semester ONLY.** There are no final exams for courses administering a Milestone test.
2. A student must have no more than four (4) absences in a class. No exceptions will be granted.
3. A student must not have been suspended (O.S.S.) during the current year.
4. If a student owes for a textbook, they cannot exempt.
5. A student cannot exempt if his/her name is on the outstanding obligation list.
6. Absences that are a result of school functions or activities will not count against the student.
7. A student must not have exceeded a total of six (6) tardies for a class.
8. If a student qualifies to exempt a class, board policy states you must allow him/her to exempt.

### **EXTRA CURRICULAR ACTIVITIES**

Extra-curricular activities are a privilege and can be taken away.

### **FIELD TRIPS (including club trips)**

Students must be in good standings with the office before they can attend any field trips. If a student has missed 5 or more days, approval must be granted by the school administration. No student may attend any extracurricular activities if he/she is suspended or in I.S.S. If a field trip takes half a day or less, students must be present two or more class blocks to attend a school-sponsored field trip that day.

### **FIRE DRILLS**

Directions for leaving the building during a fire or fire drill are posted in each classroom. Students are requested to become aware of these directions. During a fire drill, students are to follow the directions posted in the classroom and to go quickly to the appointed exit and area on the school campus. The signal given will be the GEMA CODE and an announcement, and/or the fire alarm.

### **FOOD AND DRINKS**

**No food or drinks in the classrooms.** Students may eat and drink in the hallways and/or at break. Students may eat in the lunchroom during lunch but may not take food or drinks out of the lunchroom during lunch. Teachers may confiscate food or drinks brought into the classroom and are not obligated to return it.

### **GRADUATION EXERCISES**

Effective Date: 8/95: To participate in the spring graduation exercises, students must have completed all course requirements as defined by board policy IHF. Those senior students who do not complete their requirements by the spring graduation exercise date will not be able to participate in graduation.

### **GRADUATION DAY PROCEDURES:**

1. All money and all fines owed to WLHS must be cleared before you can march. You must be cleared from the outstanding obligation list.
2. You must have passed all required classes and be cleared academically for graduation.
3. You must have no disciplinary action pending in order to participate in the graduation ceremony.
4. Please check the spelling of your name for the Graduation Program.
5. You must attend graduation practice at 8:30 A.M. on the day before graduation. This practice usually lasts for 2 to 2½ hours. Don't plan on leaving until after 11 A.M.
6. Tickets for your parents (two per graduate) may be picked up after graduation practice.
7. On Graduation Day appropriate dress will be:
  - Young men:** White Shirt, tie, dark pants (no jeans), dark socks and dark shoes.
  - Young ladies:** White or light-colored dress and white or light-colored shoes. No flip-flops or tennis shoes are to be worn. No excessive jewelry, unusual hair color, or anything that would call special attention to an individual should be worn. The graduation cap and gown are considered a **uniform**. Remember this is the graduation for the entire class. Only the tops of graduation caps may be altered/decorated (nothing can hang off of the sides of cap).
8. On graduation morning, you are expected to be at the school, dressed, by 8:00 A.M. The class portrait will be taken in the gym at 8:10 A.M.
9. Your diploma may be picked up immediately after the graduation ceremony in the end zone. Any student who causes a discipline problem during the graduation ceremony will not receive his/her diploma and will face legal charges and/or fines.

**HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or administrator or have their student handbook with teacher permission.

**HALLS**

WALK on the RIGHT SIDE of the hall. Running is not acceptable in the building at any time. Gentlemanly and ladylike behavior is expected in the halls with noise held to a minimum. Loitering in the halls between classes is not allowed. Students are to go directly to their classrooms. Please, DO NOT STAND IN THE MIDDLE OF THE HALL, IN DOORWAYS, or leave book bags in the halls.

**HONOR GRADUATES**

To be an honor graduate, a student must have a 90 or above cumulative grade point average. Final grades will not be rounded!

**HONORS NIGHT**

Honors Night is held each spring. Invitations will be sent to qualifying students. Students must notify the school if they plan to attend and must dress in accordance with the WLHS Dress Code.

**HOSPITAL HOMEBOUND SERVICES**

Please refer to the LCBOE website <http://www.lcboe.net/> or call Kay Knight in the Counselors' office.

**LETTERING IN ACADEMICS**

West Laurens High School recognizes students who represent the school in academic competitions with other high schools in district, regional, state, national and international competitions. Criteria for earning an academic letter are available from counselors.

**LOCKERS**

Each student is allowed and advised to rent a locker at the beginning of the school year for \$5.00. Administrators and teachers may make periodic inspections. Students are to use only their own lockers. Lockers should not be shared. All personal items, when not in use, should be kept locked in lockers. Lockers must be cleaned out during the last week of school. Items remaining in lockers on the last day of school will be discarded.

**LOST AND FOUND**

The MEDIA CENTER storage area is designated for 'found articles'. Anyone who finds a lost or misplaced article should take the article to the MEDIA CENTER as soon as possible. If 'found articles' are not claimed within a reasonable length of time, they will be discarded.

**MAKE-UP WORK**

Students may make up work missed due to any absence or school activity. It is the responsibility of the student to make arrangements with the teacher to get the missed assignments. Students have three (3) days for the 1st day missed, and 1 day for each day thereafter. For example, if a student misses 4 days in a row, the student would have a total of 6 days to make up the work. After the given number of days has expired, the student will receive a zero for any work that has not been turned in. It is the student's responsibility to arrange to make up missed work with the teacher. Teachers are not required to permit make up work during regular class time, because this will cause the student to miss even more class time. Upon returning after an absence, a student must make arrangements to make up any missed work with the teacher. The teacher will then set a time for the work to be made up. **If the work is not made up, the student will receive a zero on the work.**

### **MEDIA CENTER**

The media center is open from 8:00 a.m. until 3:30 p.m. each school day. Students wishing to use the media center during class time or lunch must have a pass from a teacher. Students may borrow materials for two (2) weeks. Materials may be renewed if another person has not reserved them. If needed materials are checked out, they may be reserved for future use. A student must have a student number to check out materials. Students will be issued overdue notices if materials are not returned when due. Overdue fines will be imposed. Any lost or damaged materials must be replaced at the expense of the borrower.

### **MEDICATION**

If a student must take medication, arrangements should be made with the attending physician so that the medication may be given at home, before and after school hours. If this is not possible, the medication must be brought to school by parent/guardian fully labeled, in the original container from the pharmacist, and given to the school nurse for dispensing. The nurse requires documentation to be completed. Parents should send only the dosage of medication that is required. **Students should never have over-the-counter or prescription medications in their possession during school hours.**

### **MOMENT OF REFLECTION**

At the beginning of 1st period of each school day, WLHS will conduct a brief period of quiet reflection for no more than 60 seconds with the participation of all the pupils therein assembled. The activity complies with the 1994 Georgia General Assembly Legislation (SB 396).

### **MONEY AND VALUABLES**

Large sums of money or valuables should not be brought to school. NEVER LEAVE VALUABLE POSSESSIONS UNATTENDED. The school will not be responsible for lost or stolen valuables. Any item that causes an interruption, is against school or state law, or is considered inappropriate for school will be taken from the student and the necessary disciplinary actions will follow. The item may or may not be returned, based on the circumstances involved.

### **OUTSTANDING OBLIGATIONS**

All monies owed by students must be paid. Outstanding obligations of seniors must be paid before graduation day if the student is to participate in the graduation ceremonies. Students who owe outstanding obligations may not exempt their exams.

### **PARENT CONFERENCES**

Parents may check the progress of their child using the Infinite Campus parent portal. Parents may set up a conference with one or more teachers by telephoning the school office. Parents may also e-mail faculty members from our web site: <http://www.lcboe.net/2/Home>.

### **PARENT PICK-UPS**

Laurens County Schools provide free public transportation for county students. The buses arrive at WLHS around 7:45 in the morning and leave around 3:05 in the afternoon. If you choose for your child not to ride the bus, please be advised that you must follow all safety rules when you drive on campus. *Parents should never drive through student parking lot, park behind student parking, etc.* They should never cut across the parking lot, make U-turns, or do anything that may endanger students. Parents may not wait on the bus ramp (behind the school) or drive on the bus ramp until buses have left. Car riders will be dismissed around 3:00 p.m.. Parents should follow all safety signs.

**PARTICIPATION IN P.E.**

If a student is to be excused from P.E., he/she must have a written note from home or from a physician, or in some cases from the principal's office. Notes from home are honored for (3) days only. If a problem will cause a student to miss more than 3 days of P.E., the student should bring a note from a physician.

For the sake of good health and comfort, students must dress out for physical education. The physical education faculty determines the appropriate attire for physical education.

**PROGRESS REPORTS**

Students will receive progress reports after the first nine weeks of each semester, following midterm exams. These will be given out at school. However, parents have access to all grades and attendance through the Parent Portal with Infinite Campus.

**PROM**

The junior-senior prom is held each year at West Laurens High School. Juniors and seniors must submit a prom guest's name to the prom committee for approval one month before the scheduled prom date. Students should complete the prom guest form. The guest must be at least in the 9<sup>th</sup> grade and not have any significant behavior problems or criminal record. No students from any alternative school may attend the West Laurens High School Prom. No person who has been expelled from any school may attend the prom. Any guest over 20 years old must come in and be approved by the administration on a case-by-case appeal. The cost of the prom will be set each year by the prom committee. Students should dress in accordance with the WLHS Dress Code and WLHS Prom Dress Codes. No intoxicating compounds of any kind are allowed at the prom.

**REPORT CARDS**

The homeroom teachers will issue report cards for first semester to students at the beginning of second semester. Second semester report cards will be mailed at the end of the school year. It is therefore vital that the school have the student's current address. Please check address and current phone contacts in Infinite Campus to make sure they are up to date. The registering parent can change any information necessary through that system.

**RESPECT FOR EQUIPMENT AND FACILITIES**

Each student is encouraged to assume responsibility for the care of school property. The student may be required to pay for any damage caused to school property. Malicious damage must be repaired, or the damaged property replaced at the student's expense. In addition, appropriate disciplinary procedures will be invoked in the event that malicious intent is determined.

**SCHOLARSHIPS (CRITERIA FOR BREAKING TIES)**

If scholarship or financial grants are to be awarded based on class ranking, Valedictorian and/or Salutatorian, and the scholarships or grants cannot be shared among the students tied for those honors, the following criteria will be used in turn to break the ties in class rankings. (See our web page...)

**(CRITERIA FOR BREAKING TIES)**

1. Numerical average to the 4<sup>th</sup> decimal place. If tie still exists, then:
2. Scholastic Assessment Tests (SAT) scores.

**SIGNING OUT (leaving campus early)**

If your student has to leave campus during the school day: 1) The student needs to turn in a note to the cafeteria before school starts, 2) the parent/guardian comes to the school and signs them out, or 3) the nurse or administrator signs them out. **Students MUST receive permission from the office and must sign out.** When students return, they must **sign in**. If a student is sick or has an emergency, that student must still follow "sign out" protocol before leaving campus. The student must sign out, even if 18 years of age or older. If an emergency does occur on the way to school, the student should call as soon as possible to

let school authorities know what has happened. If a student comes in late, he or she must stop by the office and sign-in. Failure to follow sign-out/sign-in procedure will be considered the same as skipping and will be punished as the same.

### **STAR STUDENT**

The senior in the top 10% of the graduating class with the highest SAT Score (as of November of their Senior year) will be named the STAR Student for that school year. The STAR Student will select the STAR Teacher for the year.

### **STUDENT GRIEVANCE**

West Laurens High School students who have complaints about perceived unfair teacher policies or practices may submit a complaint in writing to an administrator. Problems pertaining to school policy, rules, and regulations will be addressed directly to the principal.

### **TARDIES**

When arriving tardy (less than 15 minutes late), students must report to the office area to sign-in. After 15 minutes, the student is considered absent for that class and needs to sign-in in the office to receive an admission slip. (See discipline section for punishment.)

### **TELEPHONE USE**

Students will not be called from class to the telephone unless an emergency occurs. Job-related phone calls are not considered emergencies. Parents may call and leave messages with the school secretary. If a student needs to use the telephone for an emergency call, the student must have a note from his/her teacher that period **stating the nature of the emergency**.

### **TORNADO WARNING DRILLS**

Students will move to the assigned tornado-resistant areas posted in each classroom. Students are requested to become aware of these areas. The signal will consist of the **GEMA CODE** and an **ANNOUNCEMENT** and may be followed by **LONG BELL SOUNDS**.

### **VALEDICTORIAN/ SALUTATORIAN**

The student with the highest class ranking as determined by the highest-grade point average shall be recognized as Valedictorian. The student with the second highest class ranking as determined by the grade point average shall be recognized as **Salutarian. (CRITERIA FOR BREAKING TIES)**

1. Numerical average to the 4<sup>th</sup> decimal place. If tie still exists, then:
2. Scholastic Assessment Test (SAT) scores.

In order to be named either Valedictorian or Salutarian, students must complete graduation requirements and must have attended high school in the school system for four (4) complete semesters (junior and senior years). Transfer credit used for calculation of highest-grade point average shall be accepted only from a high school accredited by Cognia (or agency recognized as SACS). All grades will be calculated based on the Laurens County School System's grading scale. A.P. Classes carry extra weight.

The Valedictorian and Salutarian shall be publicly recognized as determined by the high school. In the event of a tie in class ranking for Valedictorian, each will be publicly acknowledged. A Salutarian will also be publicly recognized in the event of a tie for Valedictorian. After determining there is no tie in class ranking for Valedictorian, if a tie in class ranking exists, each student will be publicly acknowledged.

**VALENTINE'S DAY**

Valentine's Day is a personal day of private feelings of affection. Please, celebrate at home. If you must have items sent to school, we will try to give those items out at the end of the day. WLHS does **not** accept any responsibility for lost or damaged gifts. Glass and balloons cannot be taken on the bus.

**VISITORS**

The Laurens County Board of Education requires all visitors to report to the main office **before** visiting classrooms, school personnel, or students. Visitors must obtain a WLHS **visitor's pass** from the office and **wear it so that it is easily viewed**. Upon terminating visitation, the pass must be returned to the office. A visitor is anyone who is not employed by the Laurens County Board of Education or currently enrolled student of West Laurens High School.

**VISITORS (UNRULY)**

Most visitors are good, respectful people, and we regret that this procedure has to be in the school handbook. However, disruptive or hostile visitors cannot be tolerated. Visitors who become rude, hostile, abrasive, or in any way aggressive toward students, other parents, teachers, administrators, or any staff members **will face legal charges and may be fined up to \$500.00** (Code 1981,20-2-1182, enacted by Georgia Law 1989, p. 1394, 1.) All threats will be taken seriously, including phone calls, E-mails, and letters, and will result in the necessary legal action. School is a place of learning, not a place to vent personal frustrations. Please remember, visiting the school is a **privilege**, not a right.

**WLHS SCHOOL STORE**

The school store is open Monday-Friday during break. Students may purchase drinks and snacks.

**OTHER**

Due to the vast number of state, local and school policies, it is impossible to cover all possible concerns. If you have a question, please feel free to call or come by the school. The school web site is an excellent source of information.

**PART 2 - DISCIPLINARY GUIDELINES FOR STUDENTS CODE OF CONDUCT**

It is the purpose of the Laurens County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy, which requires all schools to adopt codes of conduct requiring students to conduct themselves in a manner, which facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district. As such, all students at WLHS will be given a Code of Conduct within the first week of school (or upon enrollment if during the year) and the Code of Conduct will be available to teachers and students in each classroom and online on the school's website.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time

- Off school grounds at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system and at school bus stops
- Students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Option. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

The Official Code of Georgia, Code Section 20-2-735, states student codes of conducts are required to "encourage parents and legal guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult".

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and/or by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

### **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures that he or she believes to be in the best interest of the student and the school.

### **TEACHER AUTHORITY**

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teacher will follow a **progressive discipline process**. Progressive discipline processes "shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures will be followed."(OCGA 20-2-735)

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. (OCGA 20-2-145)

#### **The following disciplinary actions may be imposed for any violation of this Code of Conduct:**

- Warning and/or counseling with an administrator or counselor
- Loss of privileges
- Temporary removal from class or activity
- Parent conference
- Suspension or Loss of driving privileges
- Temporary placement in an alternative education setting
- Out of School Suspension (OSS)
- Referral to a Tribunal for long-term suspension or expulsion (OCGA 20-2-750)
- Suspension or expulsion from the school bus
- Time out
- Notification of parents
- Detention
- Behavior Contract
- In School Suspension (ISS)
- Corporal Punishment (K-8)

Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Laurens County Board of Education policies (Laurens County Board Policy for Student Disciplinary Hearings) pursuant to OCGA 20-2-751 through 20-2-759.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline in cases which would lead to a tribunal hearing for expulsion. In such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified, if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

### **SEARCHES**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school properties are subject to inspection and search by school authorities at any time without further notice to student or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and/or drug/weapon-sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators. The search will be made in the presence of at least one witness, except in emergency situations. Dangerous or illegal materials should be reported to proper authorities.

### **STUDENT SUPPORT PROCESSES**

The Laurens County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Response to Intervention (RTI), school counselor, chronic disciplinary problem student plans, peer mentoring, and conflict resolution.

### **DEFINITION OF TERMS**

**Assault:** Any threat or attempt to physically harm another person or any act, which reasonably places another person in fear of physical harm (Example: threatening language or swinging at someone in an attempt to strike)

**Battery:** intentionally making physical contact with another person in an insulting, offensive, or provoking manner in a way that physically harms the other person (Example: fighting)

**Bullying:** In accordance with Georgia law, bullying is defined as act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt to or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear

or expect immediate bodily harm.; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

1. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official.

**Disciplinary Tribunal:** School officials appointed by the board of education to sit as fact finder and judge with respect to student disciplinary matters. Laurens County Board of Education shall make available to all Disciplinary Tribunal Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such a capacity and shall ensure that all panel members and hearing officers undergo continuing education so as to continue to serve in such capacity.

**Dress code:** The current dress code is explained in the student handbook.

**Drug:** The term drug does not include prescription medications issued to the individual, aspirin, similar medications and/or cold medications that are taken according to product use recommendations and board policy. Synthetic marijuana and caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal or hearing officer in accordance with state law.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**Gang Related Activity:** Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and/or (2) would be a criminal act in the adult world and (3) is deemed gang related by the principal. Gang related activity includes, but is not limited to: hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

**In-School Suspension:** Removal of a student from class or regular school program and assignment of that student to an alternative room isolated from his/her peers.

**Instigating rule violations:** A student shall not be an accessory to a rule violation or urge, encourage, counsel, cause or attempt to cause any other person to violate the school's student handbook, the code of conduct or any Laurens County Board of Education Policy.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short term) or for a period longer than 10 days (long term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct; the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapon:** (1) The term weapon is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things are prohibited: Guns, rifles, firearms, explosive devices and similar weapons. (2) Any other weapon, hazardous object, or object intended to be used as a weapon, including but not limited to or any dirk, any bat, club, or other bludgeon-type weapon; any stun gun or Taser; bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor or razor blade; spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## **DEFINITIONS OF DISCIPLINARY ACTIONS ALTERNATIVE PLACEMENTS**

**IN-SCHOOL SUSPENSION:** An alternative to out-of-school suspension or expulsion. ISS: Isolates disruptive, misbehaving students from their peers in a controlled setting; Assists students in continuing academic progress on classroom assignments; Directs students' attention to appropriate behavior by identifying inappropriate behavior; Identifies the need for counseling and recommends counseling services for students who need help with social adjustment skills; Is used for repetitive or serious behavior problems. Any disruptions, failure to follow ISS rules or failure to attempt work in ISS will result in out-of-school suspension. If any time is owed in ISS after school is out, it is left to the discretion of the administration as to how the time will be made up.

**ALTERNATIVE SCHOOL:** It is the policy of the Board to prioritize placing disruptive students in an alternative educational setting rather than suspending or expelling them. The removal of a student from regular day classes at [School Name] and their assignment to an alternative education program may be determined by a disciplinary tribunal as a consequence for misconduct. The school will recommend the length of the assignment; however, the final decision regarding the duration rests with the disciplinary tribunal panel, unless a consequence is mandated by state law or an IEP committee is involved.

**DETENTION:** Detention may require the student's attendance before school, after school, during lunch, during teacher workdays, or during scheduled class or school activity time. Students will report to the designated area at the assigned time and abide by the following Detention Rules:

1. Students must bring pencils, paper, books and other materials with which to do school work.
2. NO MATERIALS = NO DETENTION TIME
3. To change detention date requires administrative approval.
4. A student who is disruptive in detention will be asked to leave the area. Detention will convert to ISS or OSS at administrator's discretion.
5. Detention will take precedence over any after school activity, including sports and jobs.
6. Should the number of assigned detentions exceed the number of days remaining in the grading period, the detention will be converted to ISS assignment.
7. If a student fails to show up to detention, ISS will be assigned.

**OUT-OF-SCHOOL SUSPENSION:** OSS is temporary removal of the student from the school campus, classes and all school-sponsored activities. OSS is an excused absence and work missed may be made up.

**LONG TERM SUSPENSION AND EXPULSION:** For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the LCBOE hereby adopts the following procedures:

1. The superintendent shall convene a hearing in the following cases:
  - a. When a student above grade five has committed an alleged assault or battery upon a teacher, other School official or employee;
  - b. When a student has violated any school or system rule or engaged in any other act of misconduct or insubordination that the student's principal determines should be punished by long-term suspension or expulsion.
2. The BOE appoints its principals, assistant principals and certified central office staff to serve as members of hearing tribunals. When the principal of a school refers a student to the superintendent for a hearing as described in paragraph 1, the superintendent or his staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school that the student attends.
3. Whenever a principal refers a student discipline matter to the superintendent, the superintendent shall send a letter by certified mail to the student and his/her parents/guardians containing a statement of the time, place and nature of hearing. A short, plain statement of the matters asserted and charges against the student, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel.
4. The school principal, or his designee, shall be responsible for presenting evidence in support of the charges against the student. All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties. The cost of transcribing such record shall be borne by the party requesting the transcript.

5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten (10) school days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal and the superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the BOE unless either party should appeal the decision of the BOE.
6. Any party may appeal the decision of the hearing tribunal to the BOE by filing with the superintendent a written notice of appeal within twenty (20) calendar days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
7. The BOE shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal, and the notice of appeal. The Board shall render its decision in writing with 10 days from the date it receives the notice of appeal. The decision of the BOE shall be based solely on the record before the hearing tribunal, and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal, and the Board may change the punishment. Any decision of the local board may be appealed to the State BOE by filing an appeal, in writing, within thirty (30) calendar days after the local board renders its decision.
8. Any student subject to a disciplinary hearing who withdraws from the Laurens County School System prior to the hearing must appear before a disciplinary hearing tribunal to determine the student's eligibility to return to the Laurens County School System in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

#### **WITHDRAWAL BECAUSE OF DISCIPLINE**

Students may not withdraw to avoid serving disciplinary actions. Upon returning to the system, the student must serve the discipline as assigned, plus any additional days for failure to accept discipline/insubordination.

#### **RULES OF CONDUCT AND CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

##### **ADMINISTRATIVE DISCRETION**

It is at the discretion of the administration to revise any rule, regulation, or consequence in this handbook without prior written notification. Every possible instance requiring administrative action cannot be covered in this handbook, and no handbook can list every possible example of poor judgment. However, students will be held accountable for any unwritten rule or regulation that might impede the educational process of West Laurens High School. Attempts will be made to contact parents regarding the behavior of their children.

##### **ASSAULT**

Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Legal requirement areas following: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

##### **BATTERY**

Including sexual battery of other students, or persons attending school-related functions: Possible referral to a disciplinary tribunal and to law enforcement if a student is alleged to have committed battery upon another student or a person attending a school-related function. Student may receive 10 days out of school (OSS) and juvenile complaint may be filed

**BULLYING**

Georgia law mandates that upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. (OCGA 20-2-751.4)

**1st offense:** 1 day OSS/Parent Contact.      **2nd offense:** 3 days OSS/Behavior Contract

**3rd offense:** Suspended until tribunal hearing. The student will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion.

**BUS CONDUCT**

See part 3 for Bus Discipline.

**CAFETERIA ETIQUETTE**

Students are expected to observe appropriate table manners while eating, including clearing their place at the table and surrounding area when finished. Students may not leave the lunchroom without permission. All students at a table are responsible for the condition of the table and surrounding floor. Consequences may include clean up, assigned lunch seat, and/or ISS/OSS.

**CHEATING**

Plagiarism, cheating, or copying from another student either on paper or computer, on tests, classroom work, homework or exams will not be tolerated. No cell phones, mp3 players, or electronic recording devices will be allowed during class exams. Consequences may include a grade of 0, parent contact and ISS/OSS. Any student accused of an act of plagiarism may appeal to the administration. Administration reserves the right to offer the student an alternate assignment.

**COMPUTER HACKING and COMPUTER MISCONDUCT**

Defined as intentionally accessing a computer, network, or peripheral device without authorization or which exceeds authorized access. This includes, but is not limited to, visiting inappropriate websites. Violations which compromise any level of security for individual user accounts or any school networks will result in 5-10 days of OSS, possible disciplinary tribunal, and could result in criminal prosecution.

**COMPUTER VANDALISM**

Defined as malicious damage to equipment or data owned by the Laurens County School System. This includes altering in any way the physical components of any computer system or network which belongs to Laurens County Schools and/or uploading or creating a computer virus that damages the internal components. Depending on the severity of the offense, the consequences can range from loss of ALL technology privileges, ISS/OSS to criminal damage of property charges. Full restitution must be made for equipment that is irreparably damaged.

**CRIMINAL LAW VIOLATIONS**

A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short term suspension and referral to a disciplinary tribunal.

**CUTTING CLASS/HOMEROOM/ASSEMBLY**

A student who skips a class during the school day will receive a "0" for that day in the subject missed. A student who is doing work for another teacher or is in another area other than his designated classroom (such as the restroom) without permission from his teacher or an administrator will be considered skipping. Students who leave their classroom during class time for any reason will make up the time missed in class at their

teacher's discretion at break, before or after school, or during lunch break. Any student out of class FOR ANY REASON during the school day must have permission from a teacher entered on the sign out page of his/her agenda book. Sick in the restroom without notification is skipping class. Being more than 5 minutes late to class is skipping class.

**1st offense:** 1-day ISS    **2nd offense:** 3 days ISS    **3rd offense:** 5 days ISS/Behavior Contract  
**4th offense:** 3 days OSS/Tribunal

### **DESTRUCTION OF SCHOOL PROPERTY /VANDALISM**

The consequences for destruction of property, theft or vandalism will be at the discretion of the administration and may include ISS or OSS. Full restitution is expected.

### **DISHONESTY/FORGERY**

Forging a note to check out or as an excuse for absences and giving other false information to school employees may result in parent contact, ISS or other suspension deemed by the administration.

### **DISRUPTIVE BEHAVIOR**

Any behavior that disrupts the educational process will be considered disruptive.

**First Offense:** Up to 1 day ISS                      **Second Offense:** 2 days of ISS    **Third Offense:** 3 days of ISS

### **DRESS CODE**

Good personal appearance, appropriate dress, proper behavior, and cleanliness are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior are a part of the educational program. Students of the Laurens County School System are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented county-wide, thus providing equitable treatment for all students. In making a judgment concerning the appropriateness of a student's dress or grooming, the principal should adhere to the guidelines set forth in the procedures that accompany this policy. The principal of the school is charged with the enforcement of the student dress code. The principal is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action.

### **DRESS CODE SPECIFIC REQUIREMENTS FOR MIDDLE SCHOOL AND HIGH SCHOOL (6-12)**

1- All items of clothing should be clean and appropriate for school. They should not be too tight, improperly revealing, or allow undergarments to be seen.

2- Garments, jewelry, or articles of clothing should not display emblems related to alcohol, illegal or abusive substances, gangs, violence, sex, or obscenities. Clothing must be free of words or symbols that are offensive or demeaning to others. This guideline applies to clothing worn at any school function:

- If leggings or yoga-type pants are worn in place of pants, the shirt must come to the fingertip. **Shirts must provide full coverage of the buttocks from both the front and back. (added)**
- Guidelines for shorts and skirts apply even if leggings are being worn beneath the shorts or skirt.
- **Clothing with holes above fingertip length—including pants, shorts, skirts, and dresses—is not permitted. (added)**
- Shoulder straps on shirts with no sleeves must not be less than 3" wide.
- Shirts must be long enough to tuck in. Midriiffs and undergarments must be covered.
- Shorts, pants, and skirts must be worn at waist level. Clothing should be properly fitted to prevent sagging of pants or shorts.
- Pants should not extend below the heel of the shoe. Sagging, extremely baggy or wide pant legs, which present a safety hazard, are not to be worn at school.
- Hats, caps, sweatbands, bandannas, sunglasses, goggles, or other head coverings are not permitted in the building.
- Shoes must be worn at all times and should be appropriate for school activities. (For example, bedroom shoes and cleats are not permitted at school.)
- Pajamas, sleep, or loungewear are prohibited.

- Long/trench coats are prohibited.
- No pillows or blankets

\*\*NOTE: Certain school environments or classes may require more restrictive dress due to safety issues (for ex.: CTAE/Connection classes, science labs, physical education). Students are expected to comply with safety guidelines. Student dress and appearance are the responsibility of the student and parent. All teachers and administrators will enforce the dress code every day. Any student whose dress is in question should be referred to an administrator for a decision.

**1<sup>st</sup> Offense:** Recorded in Inf Campus + Rectify Violation\*

**2<sup>nd</sup> Offense:** Recorded in Inf Campus + Rectify Violation\*

\*Students cannot return to class until dress code violation is rectified. If a change of clothes is not available (or refused), the student will be placed in ISS for the remainder of that school day.

**3<sup>rd</sup> and Subsequent Offenses:** 1 day ISS

*If required, the administration may ask a student to turn a shirt/blouse inside-out if the garment contains writing or an image that is inappropriate for school.*

### **ELECTRONIC DEVICES: Updated May 2024**

1. Cell phones and other electronic devices are permitted on campus; although, the use of cell phones during class time is prohibited. Understanding the role that cellular phones have come to play in everyday life, possession by a student on a school campus is acceptable; however, the following policy guidelines are provided in order to mitigate the disruptive factor that cellular phones can be to the school setting:

a. Electronic devices may be in the possession of a student at any time but may not be in use (which includes power on) from 8:10 am – until 3:05 pm. Limited use during lunch may be authorized at the discretion of the administration.

b. Cell phones and other electronic devices may be additionally used for educational purposes when approved by the administration. If cellular phone use is permitted by the administration, phones may only be used for educational purposes only while under the direct supervision of a teacher.

c. As a matter of safety, headphones/earbuds are not to be worn at any time during the school day. This includes the classroom, hallway, during break and lunch. The teacher will provide headphones in class if the need arises.

2. Failure to comply with the aforementioned policy could result in the following consequences:

**1<sup>st</sup> offense:** Cell phone or electronic device will be confiscated and surrendered to a parent/guardian before 7:45am or after 3:15pm with a student, parent and administrator endorsement of the electronic devices agreement.

**2<sup>nd</sup> offense:** Cell phone will be confiscated and returned to the student after three (3) school days. If the third day falls on the weekend, the phone will be returned the following Monday.

**3<sup>rd</sup> offense:** Cell phone will be confiscated and returned to the student after one calendar week – five (5) school days. If the fifth day falls on the weekend, the phone will be returned the following Monday.

3. Refusal to turn phone in to teacher/administrator will result in OSS. If the student refuses to turn over the cell phone (per aforementioned policy), the student will be suspended from school for the period of time the phone would have been confiscated. For example, if the student refuses to turn over the phone for his/her 2<sup>nd</sup> offense, the student will be suspended from school for the 3 school days that the phone would have been confiscated.

4. The LCBOE, WLHS, and its employees will NOT be responsible for any item lost or stolen in relation to this policy including any item confiscated by school personnel as a result of violation of this policy. WLHS does not have the resources and/or the capacity to ensure confiscated items can be secured while being held; therefore, parents or guardians and students have the ultimate responsibility. Parents or Guardians must bear this in mind when students are allowed to bring cellular phones or electronic devices to school. Phones not claimed at the end of the school calendar year may be donated to charity.

**FIGHTING**

Fighting at school or at school activities is a serious offense and will not be tolerated by LCBOE.

**1<sup>st</sup> Offense:** 3 days out of school suspension (OSS) for all parties involved in the fight and the students will be placed on a behavior contract. Also, the student(s) may have charges filed.

**2<sup>nd</sup> Offense:** Suspended until tribunal hearing. The student(s) will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion. Also, the student(s) may have charges filed.

**GAMBLING OR POSSESSION OF GAMBLING DEVICES**

**1st offense:** 2 days ISS

**2nd offense:** 3 days ISS

**3rd offense:** 2 days OSS

**HARASSMENT**

It is the policy of the Laurens County School District that racial, sexual, physical, verbal, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability or sex should promptly report the same to the principal of their school. The principal will implement the board's discriminatory complaints or harassment procedures. Students are encouraged to report harassment or discrimination to their school counselor or to a teacher or a school administrator. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination. All allegations of harassment shall be fully investigated, and immediate and appropriate corrective disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension, expulsion, and/or recommendation for applying to Alternative School.

Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature.

**Minor Offense** (as determined by Administration) Will result in parental contact, documentation of the case and other disciplinary actions as needed. Legal charges may be made. If offense occurs again, the student will be suspended for three days.

**Major Offense** (as determined by Administration) Will result in suspension until tribunal hearing can be held. The parents of the harassed student and/or school administration may make legal charges.

**HORSEPLAY**

Any student who is engaged in non-malicious physical aggression/activity or any other horseplay will receive disciplinary action.

**Minor: 1<sup>st</sup> offense:** Warning

**2<sup>nd</sup> offense:** 1 day ISS

**3<sup>rd</sup> offense:** 2 days ISS

**Major:** May include ISS, OSS and/or behavior contract

**ILLEGAL SUBSTANCES/"Look alike" Drugs**

Possession, distribution, or use of illegal drugs or improper use of any other substances, including alcohol, is not allowed on campus. Random searches, use of drug dogs, and/or use of sheriff's department personnel may be used without any notification other than this statement. Such random searches may occur on any part of school grounds or during any school function on or off campus at any time school or a school event is taking place and may include a breath analysis by a qualified official.

A)- In order to provide a safe, healthful learning environment for the students of the Laurens County School System and recognizing that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful, a student shall not: possess, attempt to possess, sell, use in any amount, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, THC (or "look alike"), or alcoholic beverage or other intoxicant; possess, distribute, attempt

to sell or sell substances represented as drugs or alcohol; sell, attempt to sell, distribute or abuse the lawful use of a prescription medicine or over-the-counter drugs.

B)- Prescription medicine, inhalers and over-the-counter medicines used for illness must be kept in their original containers and registered and kept with the nurse until consumed. It is a violation of Georgia's Controlled Substance Act for them to be removed from their original containers. Each school shall include in its student handbook procedures for maintaining and dispensing medications at school for those students who must take the medication during the school day.

C)- "Look-alike" drugs will be treated in the same manner as illegal substances.

D)- All suspected cases of violation of these rules shall be reported by school staff members to the school principal and/or his/her designee.

Any student accused of violation of these rules shall be afforded due process procedural rights and upon determination of guilt will be subject to disciplinary sanctions, up to and including expulsion. Notification of parents or guardians and referral to the appropriate law enforcement agency for prosecution is mandatory by law. Students whose property or person has been determined by sheriff's department personnel to have concealed an illegal substance will be punished. Students distributing drugs will be automatically suspended, recommended for a tribunal hearing and referred to the sheriff's department.

**1<sup>st</sup> Offense:** 10 days of OSS and Behavior Contract

**2<sup>nd</sup> Offense:** Suspension until Tribunal Hearing

### **INAPPROPRIATE LOCATION**

A student found to be in any location without the explicit permission from a teacher or administrator will receive disciplinary actions.

**1<sup>st</sup> Offense:** 1 day ISS

**2<sup>nd</sup> Offense:** 2 days of ISS

**3<sup>rd</sup> Offense:** 3 days of ISS

### **INSUBORDINATION/DISRESPECTFUL BEHAVIOR**

Any intentional refusal to obey a direct or implied school policy/procedure. This may include intentional disregard of student/visitor entry/exit points, disregard of cafeteria procedures (not disposing of tray/trash), and doubling up in bathroom stalls. Any student who is discourteous, insubordinate, ill-mannered or fails to identify himself correctly when asked by a teacher, administrator, substitute teacher or staff member during the school day or school event will receive disciplinary action.

**1<sup>st</sup> Offense:** 1 day of ISS

**2<sup>nd</sup> Offense:** 2 days of ISS

**3<sup>rd</sup> Offense:** 3 days of ISS

### **INSTIGATING PROBLEMS**

Students who are found to have incited, advised, or counseled others to engage in prohibited acts resulting in the disruption of the school day and/or operations through any means including but not limited to taunting, social media, and /or spreading rumors will face disciplinary action to include **no less than 2 days ISS.**

### **LACK OF COOPERATION**

Any student that fails to cooperate with a teacher or staff member.

**1<sup>st</sup> Offense:** Up to 1 day ISS

**2<sup>nd</sup> Offense:** 2 days of ISS

**3<sup>rd</sup> Offense:** 3 days of ISS

### **LIABILITY**

The Laurens County School System specifically denies any responsibility for the accuracy of information obtained through personal electronic/cell phone services. Security for privately owned portable electronic devices is the sole responsibility of individual owners. Neither LCBOE, nor its staff or employees, is liable for any device stolen or damaged, either physically or operationally, on school premises.

**PHYSICAL VIOLENCE AGAINST A TEACHER, SCHOOL BUS DRIVER, OR OTHER SCHOOL PERSONNEL**

(1) If a student is found to have intentionally made physical contact which causes physical harm to any staff member the student will face immediate suspension and automatic referral to the disciplinary tribunal panel, or the Board may authorize the student to attend alternative school for the period of expulsion. The only exception to this rule is if **Use of force is in defense of self or others, as provided in Code Section 16-3-21.**

(2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found guilty by a tribunal panel of having intentionally made physical contact with any staff member.

**PROFANITY**

Profanity, offensive or inappropriate language should not be used at school, in class, on school grounds, or at school activities. The use of profanity or vulgar gestures toward a staff member will not be tolerated and will be treated severely at the discretion of the administration and will result in:

**1st offense:** 1 day ISS    **2nd offense:** 2 days ISS.    **3<sup>rd</sup> offense:** 3 days ISS/Behavior Contract

**PUBLIC DISPLAY OF AFFECTION**

Both male and female students at school or school-sponsored events should conduct themselves in a mature and responsible manner. Students shall have no physical contact with others (except for holding hands) that would be considered inappropriate or sexually suggestive.

**Minor:** **1st offense:** Up to 1 day ISS    **2nd offense:** 2 days ISS    **3rd offense:** 3 days ISS

**Major:** May include ISS, OSS, and/or behavior contract

**SELLING OF ITEMS**

Other than those approved by the Laurens County Board of Education and School Administration is prohibited on campus.

**SKIPPING SCHOOL/LEAVING CAMPUS WITHOUT PERMISSION**

A student who leaves school without following the proper checkout procedures will be considered to be skipping school. If a student comes on campus for any reason during the day and leaves campus without proper approval, he/she will also be skipping school. A student who is absent from school without his/her parents' or guardians' knowledge and permission will also be considered to be skipping school.

**1st offense:** 3 days ISS/Loss of driving privileges    **2nd offense:** 5 days ISS/Loss of driving privileges

**3rd offense:** 3 days OSS/Loss of driving privileges/Behavior Contract    **4th offense:** 5 days OSS/Loss of driving privileges

**TARDIES (updated May 2022)**

A student is expected to be punctual to school and to classes. Being on time demonstrates a sense of personal responsibility as well as a respect for the educational process. After School Detention will be held from 3:00 p.m. – 4:00 p.m. each day. Failure to show up for detention may result in ISS.

Consequences of being tardy: **4-5** 1 day of After school Detention; **6-8** 1 day of ISS; **9-11** 2 days of ISS; **12 or more** –OSS until parent conference and a behavior contract

**TERRORISTIC THREATS OR ACTS**

Terroristic threats (including but not limited to activating a fire alarm under false pretenses, making a bomb/gun threat, or prank 911 calls) will result in out of school suspension, disciplinary tribunal, and criminal charges.

### **TEXTBOOKS AND OTHER INSTRUCTIONAL RESOURCES**

Students are responsible for the care and protection of textbooks, library books, and other instructional resources, including electronic devices, issued by the district. Failure or refusal to pay for a lost or damaged textbook, library book, or other instructional resources at the replacement cost may result in:

- (1) Refusal to issue any additional textbooks, electronic device, library books, or instructional materials until restitution is made; or
- (2) Withholding of all report cards, certificates of progress, or the privilege of participating in the graduation ceremony until restitution is made.
- (3) Placed on the Outstanding Obligation List

### **THEFT**

Consequences may include ISS, suspension, disciplinary tribunal, and criminal charges. Restitution is expected.

### **THREATS OR THREATENING GESTURES**

Verbal or written, toward any member of the student body or school personnel will be treated severely at the discretion of the administration.

**Minor Offense:** (as determined by WLHS Administration) will result in parental contact and/or ISS.

**Major Offense:** (as determined by WLHS Administration) will result in parental contact and long-term ISS, suspension, or tribunal hearing.

### **TOBACCO/Electronic Smoking Devices- (updated May 2024)**

All Laurens County Schools are tobacco-free campuses. Tobacco is illegal for a minor to buy. Possession or use of tobacco products or smoking paraphernalia, including lighters, vape pens (containing nicotine), cigarettes, vape juice (containing nicotine), pipe tobacco, snuff, rolling paper, pipes, and chewing tobacco will not be tolerated. Any student in possession of any vape pens/e-cigarettes/tobacco products will be sent home as outlined below, will be subject to daily searches, and may be required to report on tobacco-related illnesses.

**1st offense:** 3 days OSS

**2nd offense:** 5 days OSS and the student will be placed on a behavior contract

**3rd offense:** Suspended until a tribunal hearing. The student(s) will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion.

**\*Note that vape pens containing THC, CBD, Delta, and/or "look alike drugs" will be treated as "ILLEGAL SUBSTANCES" and punished according to that section of the Student Code (see page 33).**

### **VERBAL CONFRONTATION**

Any student who engages in or participates in a verbal confrontation (use of "fighting words").

**1st offense:** 2 days ISS    **2nd offense:** 3 days ISS    **3rd offense:** 1 day OSS/beh contract

### **VULGAR MATERIAL**

The use of vulgar materials or possession of vulgar materials will not be tolerated. This could include sayings or writings on clothes. Consequences are at the discretion of the administration but may include ISS or suspension.

### **WEAPONS**

Students found with a firearm, explosive device, or similar weapon, as described in paragraph 1 of the weapons definition, in their possession will be subject to expulsion from school, referral to law enforcement, and have their driver's license revoked by the State Department of Driver Services. Students who possess such weapons on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials. (OCGA 20-2-751.1)

**All offenses: 10 days OSS/Tribunal/Juvenile Charges (continued next page)**

**Weapons(Continued)** - Students who possess other weapons or hazardous objects as described in paragraph 2 of the weapons definition, will be subject to the following discipline determined by the principal to be appropriate, based on the seriousness of the offense, the age of the student and other relevant factors. Such punishment could include ISS or OSS and/or referral to a tribunal.

### **BEHAVIOR NOT COVERED ABOVE**

The school reserves the right to punish behavior which is not deemed appropriate by the administration, even though such behavior is not specified in the preceding written rules. Punishment of such behavior will be at the discretion of the administrative staff. Any action that interferes with learning will not be allowed. GA Code 20-2-1181 states that it is unlawful for any person to disrupt or interfere with the operation of any public school. This includes but is not limited to, continued classroom disruptions by a student. Any student who continually or severely disrupts a classroom and teaching time will not only be suspended from school but may also face criminal prosecution under this law.

### **PBIS MATRIX**

<b>Be a True</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Cafeteria</b>	<b>Arrival/Departure</b>
<b>Be Your Best Self</b>	Try your hardest.	Keep it moving!	Keep it clean. Wash your hands.	Display respectful language, volume, and behavior.	Arrive on time. Go home when dismissed.
<b>Live Responsibly</b>	Be on time and prepared.	Get to class on time.	Report any misuse or problems.	Keep your area clean.	Follow posted rules.
<b>Use Good Judgement</b>	Display academic honesty.	Maintain personal space and appropriate noise level.	Get in and out in a timely manner.	Use your indoor voice.	Keep moving!
<b>Exemplify Respect</b>	Treat others the way you want to be treated.	Demonstrate appropriate language and behavior	Use the restroom between classes or at break.	Show kindness to everyone including lunchroom staff and custodians.	Honor others' personal property, time, and space.
<b>Raider</b>					

### **Part 3- BUS DISCIPLINE**

#### **BUS DISCIPLINE CODES Amended on October 25, 2002 Revised 4/25/17**

The behavior of students while riding Laurens County School Buses is one of the most important factors concerning transportation safety. A school bus driver's attention should always be on the conditions of the road. Students too often distract the drivers, sometimes to the point that drivers must focus all their attention on discipline problems instead of driving. Students can follow a few rules to make riding buses safe and enjoyable. Violation of these rules may subject the offender to disciplinary action-for example, revocation of riding privileges for a period of time.

- Observe the same conduct as in the school setting.
- Be courteous; use no profane language.
- Do not eat on the bus.
- Keep the bus clean.
- Cooperate with the driver. The driver is authorized to assign seats.
- Do not infringe on the rights of others.
- Stay in your seat while the bus is in motion.
- Keep head, hands, and feet inside the bus.

- Do not throw objects in or out of the bus. (Discretion may be used as to the severity).
- Students should remain quiet at all railroad crossings.
- Use electronic devices appropriately (remove earbuds when entering/exiting the bus; refrain from the use of phone for phone calls, photography, videoing; refrain from viewing/sharing inappropriate content; use earbuds when music or sound is emitted from device).
- Refrain from the use of lasers, flashes, or other reflective devices that might interfere with the driver's operation of the bus
- Flowers and balloons should not be brought on the school bus.

**MINOR BUS DISCIPLINE:** The Laurens County School System provides bus transportation. It is a service to the community by the school system. Students are expected to conduct themselves properly at all times. Any activity that will distract from safe handling of the bus is to be avoided. School administrators will handle any infractions per driver's request following progressive discipline procedures. A student's failure to comply with bus expectations could result in suspension from the bus, corporal punishment (K-8), or loss of bus riding privileges for a period of time. If the behavior is not corrected, a tribunal may be held to consider the loss of riding privileges indefinitely.

**MAJOR BUS DISCIPLINE:** (Code section 20-2-751.6)

Fighting on the bus and/or fighting at transfer school (suspension from bus AND school in middle and high school) **Note: the 2<sup>nd</sup> instance of fighting/disruption at transfer school (NWLE or SWLE) will result in that middle/high school student losing the privilege of going to that transfer campus for the remainder of the school year.**

- Verbal assault or being disrespectful to bus driver or school personnel
- Possession of alcohol, tobacco products, lighters, electronic smoking devices, or matches
- Vulgar language
- Undue sexual familiarity
- Harassment of other students or bus driver
- Disrespectful conduct toward students
- Bullying

**1<sup>st</sup> Offense:** Suspended from the bus for three days.

**2<sup>nd</sup> Offense:** Suspended from the bus for five days.

**3<sup>rd</sup> Third Offense:** Suspended from the bus until a tribunal hearing is held.

The following actions will also be considered major bus discipline issues by West Laurens High School:

- Damaging bus seats or property (restitution determined by LCBOE Transportation Dept. and must be paid prior to student being permitted to ride bus again)
- Throwing items, changing seats while bus is in motion, or any other action that may hinder driver's concentration.
- Riding any express bus other than the one assigned by administration (1<sup>st</sup> offense – 1 day bus suspension, 2<sup>nd</sup> offense-3 day bus suspension, 3<sup>rd</sup> and subsequent offense -5 days bus suspension)

Administrative discretion may be used in any of the following offenses:

- Vandalism of a school bus (burning, cutting, punching holes in seats, etc.) will result in suspension from the bus until damage amount is paid.
- Possession of any weapon or objects used as a weapon, other than a firearm, will result in suspension from the bus until a parent conference or tribunal hearing is held, along with appropriate criminal charges being filed.
- Possession of any firearm, drugs, or alcohol will result in suspension from all buses and school, until a tribunal hearing is held. Such cases may be turned over to law enforcement officials.

When a student is suspended from riding the bus, written and/or verbal contact must be made with the parent. When a student is suspended from the bus, he is suspended from all Laurens County buses. If a student is caught riding any bus while suspended that student will receive 5 additional days suspension from bus privileges.

**Administrative discretion may be used in dealing with students on any offense, except those involving cases of assault, weapons, and drugs.**

#### **PART 4 - STUDENT HEALTH INFORMATION**

**CLINIC REFERRALS:** Students must have a clinic referral form from their teacher prior to being sent to the school nurse. (With exception of emergencies)

**CLINIC & HEALTH INFORMATION & PERMISSION FORM:** A completed, and signed permission form must be on file in the clinic before any treatment, other than emergency care, is given. Each LCBOE school will send home the Clinic & Health Information & Permission Form for the parent or guardian to complete for his/her child. The form should be returned to the school nurse by means of the teacher. If at any time a contact number changes, it is the parent's duty to notify the office and the clinic for emergency purposes.

**MEDICATIONS:** Medications should not be given at school unless absolutely necessary. Medications are a parental responsibility. An adult must bring and pick up all medication. Under no circumstances should medication be transported on the bus or the student. ALL medications must be brought and kept in the original container and stored in the clinic. Any medications that are not in the original container will not be administered and will be confiscated for pick up by the parent or guardian. Medications will only be given with the written consent of the parent/guardian, AND if medications are prescribed for administration specifically during school hours. Medication administration must be documented, and a Medication Authorization Form may be required. A teacher or paraprofessional may not administer medications unless authorization is obtained from the principal. Students are responsible for coming to the clinic at the correct time to take medications. The school cannot be held responsible for missed doses, although we will try our best to make sure this does not happen. Students are not allowed to carry prescription medications unless the student has asthma or anaphylactic reactions AND is authorized to self-administer his/her medication by the nurse.

**OVER-THE-COUNTER MEDICATIONS:** As stated above, the Clinic and Health Information and Permission form will be sent home with each student. In order for the student to receive the over-the-counter medications listed on the form, the form must be completed and returned at the start of school. Over-the-counter medications can be given according to label recommendations only, unless otherwise ordered and documented by a physician. Over-the-counter medication will be administered by the school nurse only unless physician order or parent note is received, and the parent provides the medication. If physician order or parent note and medication is received, trained staff will be able to administer over-the-counter medication.

**ESSENTIAL OILS:** Essential oils are not FDA approved; therefore, students are not allowed to bring them to school, nor can they be administered by LCBOE staff.

**ILLNESS/INJURY:** All accidents must be reported to an administrator and the school nurse. Students who have a communicable illness should not attend school. Students who are running a fever (greater than 100.2°F) should not attend school. Additionally, students should be fever free and symptom free (including diarrhea and vomiting) for 24 hours before returning to school. Students who are too sick to attend class will be sent home from school. In case of illness or injury, the school nurse will render first aid and notify the parent(s) or guardian(s). If emergency medical attention is needed, 911 will be called, and the student will be taken to Fairview Park Hospital. If a child's accident needs emergency care, a member of the administrative staff will make necessary decisions, and the parent or guardian will be contacted.

**HEAD LICE:** Students may be checked periodically, or as needed, if head lice are suspected. If a child is identified with lice and/or live nits (eggs), the child will be removed from the classroom, and the parent or guardian will be notified to pick up their child. The student is given ONE excused absence for the treatment of head lice. If the student is sent home prior to 11:30 a.m., that day will become the one excused day.

Information on the procedures for care and removal of the lice/nits will be available upon request from the school nurse. In the event of an infestation, the child's siblings that attend other county schools may be checked and will be sent home if necessary. Until the student is cleared by the school nurse, the student may not ride the school bus. A parent, guardian, or other adult designee, is required to bring the child(ren) to school to be cleared of lice and/or live nits, by the nurse or administration, before returning to the classroom. Chronic problems with head lice will be referred to the Laurens County Social Worker or other Laurens County Agency.

**BEDBUGS:** If a student has a visible bedbug bite, the bite will be treated at school and the parents will be notified. If live bedbugs are found on the clothing/book bag, the parents will be contacted to pick up the child. The classroom will be treated. Chronic problems with this will result in a visit from the Laurens County Social Worker or other Laurens County Agency.

**RINGWORM:** If a student has a visible, new ringworm noted, the parent(s) or guardian will be called to come pick up the student. The treatment for ringworm is treatment with an antifungal cream, as recommended by their primary healthcare provider. Ringworm of the scalp usually requires several weeks of an oral antifungal medication. Once the student has been on antifungal medication for 24 hours, the student may return to school with the ringworm covered.

**SCABIES:** Scabies is a highly contagious skin disease caused by a mite. The mite burrows under the skin and causes intense itching and a rash. If a student is found to have any signs of scabies, the parent(s) or guardian(s) will be called to pick up the student. The student may return to school 24 hours after treatment has begun with a note from their primary healthcare provider.

**CONJUNCTIVITIS (PINK EYE):** If a student is suspected of having pink eye, the parent(s) or guardian(s) will be called to come pick up their child from school. Pink eye is highly contagious and is usually caused by a virus or bacteria. A child should be seen by their eye doctor or primary healthcare provider to determine the cause. The student may return to school 24 hours after treatment has begun with a note from his/her physician.

**STAPHYLOCOCCUS AUREUS (STAPH):** If a student is suspected of having staph infection, the parent will be called to come pick up the child to take for further evaluation. Staph is highly contagious, and if left untreated can cause systemic complications. The student may return 24 hours after treatment has begun, with the area covered, and a note from the physician.

**HOSPITAL HOMEBOUND:** Laurens County Schools has a Hospital Homebound Program (HHB) for students enrolled in Laurens County Schools who have a medically-diagnosed physical or psychiatric condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education. HHB forms can be obtained through the school office. To be eligible, the HHB request must be completed by both the parent and the licensed physician/psychiatrist who is currently treating the child's current condition(s). The completed packet must be submitted to the school principal. After the principal reviews the request, he/she will submit the request to the district for eligibility determination based upon the GADOE HHB Services Guidance. Students are not eligible for this program if the absence(s) is/are due to communicable disease (except as specified in State Board Policy JGCC).

**IMMUNIZATIONS & HEALTH CERTIFICATES:** Every student must have an updated immunization record on file at school. Georgia Law requires all students in PK-12th grade to be immunized with all required vaccines at the time of first entry in school. It is the responsibility of the parents to provide these records to the school.

All students, regardless of grade, including foreign exchange students, must have the Georgia Department of Human Resources Immunization Certificate (DPH) (Form 3231) marked "Complete for School" unless any of the following situations exist:

1. **MEDICAL EXEMPTION:** A medical exemption for a vaccine should be completed on the GA DPH Certificate of Immunization (Form 3231) only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. In this case, the Form 3231 has an expiration date of no more than 12 months from the date of issue, and the exemption must be indicated directly on Form 3231. There must be an annual review of the medical exemption, and certificates must be reissued with or without indication of the medical exemption.

O.C.G.A. § 20-2-771

2. **RELIGIOUS EXEMPTION:** Under the Georgia Department of Public Health Rule 511-2-2-.07 Religious Objections to Required Immunizations, persons who wish to register a religious objection to the vaccination of their child shall do so using the DPH Form 2208 Affidavit of Religious Objection to Immunization. The notarized affidavit must be provided to the school upon enrollment in lieu of the GA DPH Certificate of Immunization (Form 3231) The religious affidavit does not expire.

A student, regardless of grade level, who has never been in a Georgia public school, must also provide a Certification of Eye, Ear, Dental and Nutrition Screening form (EEDN Form 3300). Any child admitted to school without a certificate must present one within 90 calendar days.

## **PART 5 - TOPICS FOR STUDENTS AND PARENTS OF STUDENTS WITH DISABILITIES**

Special education is "specialized instruction" provided for students (3-21) who are determined to have a specific disability as defined by Public Law 94-142 and amended by the 1997 Individuals with Disabilities Education Act. It may be provided by one or several special education teacher(s). Also, related specialists will sometimes assist in delivering services for a child.

## **CHILD FIND PROCEDURES FOR LAURENS COUNTY SCHOOLS**

- Child Find is the school system’s attempt to locate any children who are suspected of having a disability. Special education and/or related services may be recommended if a disability interferes with a child’s learning. Speech/Language Therapy, Physical Therapy, and Occupational Therapy are some of the related services that may be offered.
- When should a child be referred to Child Find?
  - If there are birth complications or a medical condition that interferes with development and/or learning
  - If a child appears to have social or emotional difficulties that interfere with his/her ability to learn
  - If a child appears to learn more slowly than children his/her own age
  - If a child has speech that cannot be understood by others.
  - If a child has difficulty seeing or hearing

### **Who may refer children?**

- |                             |                     |
|-----------------------------|---------------------|
| -Parents/legal guardians    | -School personnel   |
| -Other family members       | -Physicians         |
| -Child care providers       | -Community agencies |
| -Infants & Toddlers Program |                     |

### **Who do I contact?**

Stacey Sanders  
 Special Education Director  
 Laurens County Board of Education  
 467 Firetower Road  
 Dublin, GA 31021 478-272-4767

## **DISPUTE RESOLUTION**

The regulations for the IDEA set forth separate procedures for State complaints and for due process complaints and hearings. As explained below, any individual or organization may file a State complaint alleging a violation of any IDEA requirement by a school system, the State Educational Agency, or any other public agency. Only a parent or a school system may file a due process complaint on any matter relating to a proposal or a refusal to initiate or change the identification, evaluation or educational placement of a child with a disability, or the provision of a free appropriate public education (FAPE) to the child. While staff of the State Educational Agency generally must resolve a State complaint within a 60-calendar-day timeline, unless the timeline is properly extended, an impartial due process hearing officer must hear a due process complaint (if not resolved through a resolution meeting or through mediation) and issue a written decision within 45-calendar-days after the end of the resolution period, as described in this document under the heading Resolution Process, unless the hearing officer grants a specific extension of the timeline at your request or the school system's request. The State complaint and due process complaint, resolution and hearing procedures are described more fully in Your Rights as Parents – Regarding Special Education located at [www.gadoe.org](http://www.gadoe.org).

## **GEORGIA SPECIAL NEEDS SCHOLARSHIP**

Under a new state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education’s website at <http://public.doe.k12.ga.us/>.

### **PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES:**

- School personnel may, for not more than ten (10) school days in a row, remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension without consulting the student's IEP Team. School personnel may also impose additional removals of not more than ten (10) days for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
- Once a child has been removed from his or her current placement for a total of ten (10), consecutive or non-consecutive, school days in the same school year, the school system must, during any subsequent days of removal in that school year, provide services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set forth in the child's IEP.
- Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is less than ten school days and is not a change in placement), the school system, the parent, and relevant members of the IEP Team (as determined by the parent and the school system) must review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information provided by the parent to determine:
  1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
  2. If the conduct in question was the direct result of the school system's failure to implement the child's IEP.
    - If the school system, parents, and relevant members of the IEP Team determine that either of these conditions was met, the conduct must be determined to be a manifestation of the child's disability. If the conduct was the result of the school system's failure to implement the IEP, the school system must take immediate action to remedy those deficiencies.
    - When the conduct is determined to be a manifestation of the student's disability, the IEP Team must conduct (or review if already in place) the functional behavioral assessment (FBA) and develop and implement (or review and modify) a behavioral intervention plan (BIP) for the student to address the behavior so as to prevent it from occurring in the future. The child shall be returned to the placement from which he or she was removed, unless the parent and the school system agree to a change of placement as part of the modification of the BIP.
    - If the determination is that the behavior of your child was not a manifestation of his or her disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities, except that the child must:
      - a. Continue to receive educational services so as to enable your child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in your child's IEP; and
      - b. Receive, as appropriate, a FBA, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
- 1. If your child carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance while at school or a school function, inflicts serious bodily injury on another person while at school, on school premises, or at a school sponsored function, school system personnel may order a change in the placement of your child to:
  - a. An appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days (to the extent such alternatives would be applied to children without disabilities), or
  - b. An appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 days without regard to whether or not the behavior was a manifestation of disability. The alternative educational setting shall be determined by the IEP Team.

2. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate.
3. An ALJ/hearing officer may order a change in the placement of your child to the IEP-determined appropriate interim alternative educational setting for not more than 45 days if the ALJ/hearing officer determines that maintaining the current placement of your child is substantially likely to result in injury to your child or to others and determines that the interim alternative educational setting meets the requirements of paragraph (4).
4. Any interim alternative educational setting in which your child is placed pursuant to paragraph (1) or paragraph (4) in this section shall be selected so as to enable your child to continue to:
  - a. Receive educational services in order to participate in the general curriculum, although in another setting, and to continue to progress toward the goals set out in the IEP; and
  - b. Receive, as appropriate, the services and modifications of a FBA and BIP designed to address the behavior so that it does not recur.
5. If you request an expedited due process hearing regarding a disciplinary action described in paragraph (1)(b) or paragraph (3) to challenge the interim alternative educational setting or the manifestation determination, your child shall remain in the interim alternative educational setting pending the decision of the ALJ/hearing officer or until the expiration of the time period provided for in paragraph (1)(b) or paragraph (3), whichever occurs first, unless you and the State or the school system agree otherwise. Such expedited due process hearing must occur within 20 school days of the date the hearing is requested and must result in a determination within 10 school days after the hearing. A resolution session meeting must occur within seven (7) days of the date the hearing is requested, and the hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the hearing request. The decision of an expedited due process hearing may be appealed.
6. If a child has not been determined eligible for special education and related services and violated a code of student conduct, but the school system had knowledge before the behavior occurred that the child was a child with a disability, then the child may assert the protections described in this notice.
  - a. A school system has knowledge that the child may be a child with a disability if:
    - i. The parent of the child has expressed concern in writing that the child is in need of special education and related services to supervisory or administrative personnel or the teacher of the child;
    - ii. The parent requested an evaluation related to eligibility for special education and related services under the IDEA; or
    - iii. The child's teacher or other school system personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to the school system's director of special education or to other supervisory personnel of the school system.
  - b. A school system does not have knowledge if:
    - i. The child's parent has not allowed an evaluation of the child, has refused special education and related services, or has revoked consent for the delivery of special education and related services; or
    - ii. The child has been evaluated and determined not to be a child with a disability eligible for services under the IDEA.

#### **PART 6 – PARENT NOTIFICATIONS (REQUIRED) PARENT INVOLVEMENT**

It is the intent of the Laurens County Board of Education and each school to involve parents in an effective partnership with the school. A number of opportunities will be available throughout the school year for you to join our staff as we: 1) plan for and discuss upcoming school events, 2) develop, implement, and evaluate the parent involvement plan/student compact, 3) discuss and evaluate the school's curriculum and academic performance, 4) review, amend, implement and evaluate the school's annual improvement plan. We hope you will be an active participant as we strive to provide a rigorous academic program that meets the needs of each child.

### **PARENT'S RIGHT TO KNOW /TEACHER QUALIFICATIONS**

In compliance with the requirements federal law, all schools inform parents of their right to request information about the professional qualifications of their child's teacher(s) and paraprofessional(s). The following information may be requested:

(1) whether the teacher has met state certification requirements for the grade level and subject areas he or she is teaching; (2) whether the teacher is teaching under an emergency or other provisional status through which state qualifications or certification criteria have been waived; (3) whether the teacher is teaching in his or her field of certification; and/or (4) whether the student is provided services by paraprofessionals, and if so, their qualifications. If a parent wishes to request information concerning their child's teacher(s) and/or the paraprofessional(s) that provide educational services, the parent must provide a written request to the school principal.

### **MIGRANT**

The purpose of the Migrant Education Program (MEP) is to ensure that migrant children fully benefit from the same free public education provided to other children. To achieve this purpose, the MEP addresses the special educational needs of all migrant children to better enable children to succeed academically. More specifically, the purpose of the MEP is to:

- Support high-quality, comprehensive educational programs for migrant children to reduce the educational disruption from repeated moves.
- Ensure that migrant children moving among states are not penalized by disparities between state curriculums, graduation requirements, academic content, or achievement standards.
- Ensure that migrant children are provided with appropriate opportunities to meet the same challenging state academic content and student achievement standards that all children are expected to meet.
- Design programs to help migrant children overcome educational disruption, culture & language barriers, social isolation, health related problems, and other factors that inhibit their ability to do well in school.
- Ensure that migrant children benefit from state and local systemic reforms.

For more information contact the LCBOE Migrant Services Director, Mrs. Isabel Mendoza at 478-272-4767, isabelmendoza@lcboe.net or visit: <https://www.lcboe.net/Content2/6> and Select "Purpose of the Migrant Education Program"

### **HOMELESS**

In accordance with the McKinney-Vento Homeless\Foster Care Assistance Act, as amended by the Evert Student Succeeds Acts,, the LCBOE will work with homeless and Foster Care children, youths, and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless & Foster Care children and youths not currently attending school in a manner that will not stigmatize or segregate them on

the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs, and school nutrition programs. For more information contact the LCBOE Homeless Liaison, Marquita Timmons at 478-279-3495, marquitatimmons@lcboe.net or visit:

<https://www.lcboe.net/Content2/380> and Select "McKinney-Vento Homeless Assistance Act"

### **LCBOE GIFTED AND TALENTED**

Our mission is to provide gifted education services that are tailored to the intellectual, academic, creative, social, emotional, and motivational needs of the gifted student. For more information, contact the LCBOE Gifted Coordinator, Mrs Dana Hall at 478-272-4767, danahall@lcboe.net

**HB251**

The Laurens County Board of Education, in compliance with House Bill 251 (HB251), has developed a process giving Laurens County parents/guardians the option to request that their children attend any Laurens County school in the system, based on space availability. In accordance with the law, Laurens County has developed a process for parents to exercise the school transfer option and a process to determine space availability. For more information pertaining to the Laurens County School-to-School Transfer Request option, request submission deadlines, the implementation procedures, a preliminary list of schools with available classroom space, and an application to request a transfer, please contact LC BOE Central Registration at 272-4767.

**FRAUD, WASTE, ABUSE AND CORRUPTION**

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the Laurens County School District shall act with integrity and due diligence in matters involving District fiscal resources.

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/Designee, who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with legal counsel and/or other internal or external departments or agencies as appropriate.

For more information on LCBOE's Fraud Prevention Regulations please visit <https://www.lcboe.net/Content2/380> and select Laurens County Fraud, Waste, Abuse and Corruption Policy".

**COMPLAINT PROCEDURE**

Any individual, organization, or agency (complainant) may file a complaint with the Laurens County BOE if that individual, organization, or agency believes and alleges that the LCBOE, GA Dept. of Ed., or any agency or consortium of agencies is violating a federal statute or regulation that applies to a program under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESSA). The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing.

As part of its assurances within the ESSA program grant application and pursuant to Section 9306 within the Title I, Part A of the ESSA the Laurens County BOE has adopted and posted local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered federal programs.

Further information on the LCBOE Complaint Procedures is available on the website:

<https://www.lcboe.net/Content2/380> and select Laurens County Federal Complaint Procedure or by request at the Laurens County Board Office Reception Desk.